

LEA Referral

Tools and Resources

Birth to 3 Program Operations Guide Chapter 11 Transitions

11.2.2 Referral to the State Education Agency (SEA)/Local Education Agency (LEA)

No fewer than 90 days prior to the child's third birthday, and no later than the day of the transition planning conference, the local Birth to 3 Program must electronically send through the state's data system the "LEA and SEA Referral" to the local school district and the SEA for all children determined to be potentially eligible for preschool special education services. The IFSP team determines whether a child receiving Birth to 3 Program services is potentially eligible for preschool special education services under Wisconsin law.²²⁸ This determination is based upon all information the IFSP team has about a child's development and their progress shown while participating in the Birth to 3 Program.

The SEA/LEA referral for Part B special education services includes:

- The child's name
- The child's date of birth
- Contact information for the parent(s) (227 34 CFR § 303.401(d)(1) 228 Wis. Admin. Code § PI 11 (2022)
- At least one reason why the child is believed to be a child with a disability. For IDEA Part C purposes, this is interpreted as "a child is potentially eligible for LEA services" as determined by the Wisconsin Birth to 3 Program

With *written parental consent*, additional information about the child may be shared through the LEA and SEA referral to facilitate the child's transition to Part B special education services. This information includes, but is not limited to:

- The IFSP with initial IFSP date
 - The name and telephone number of the service coordinator
 - The name(s) of the service provider(s)
 - A list of services the child received while in the Birth to 3 Program, the location(s), and start/end dates
 - The child's area(s) of need
 - Exit child outcome ratings
 - Evaluation, assessment, and discharge reports
 - Any other narrative comments describing the child and their area(s) of delay
- Local Birth to 3 Programs may use the Consent for Exchange of Information with Local Education Agency form (F-21336) for a parent to indicate that they wish to have additional information about their child shared with the local school district where the child lives or their own release of information form.