

Transition Planning Conference

Tools and Resources

Birth to Three Program Operations Guide

Chapter 11 Transitions

11.4 Transition Planning Conference

With the approval of the family of a child determined potentially eligible for special education services, the Birth to 3 Program convenes a transition planning conference, including the Birth to 3 Program, the family, and the local school district. The transition planning conference is most often held in the family home or other location convenient for the family. The transition planning conference is held not fewer than 90 days — and, at the discretion of all parties, not more than nine months — before the child's third birthday. The purpose of the transition planning conference is to support the family in understanding the transition process and help make the transition from the Birth to 3 Program to the preschool special education services as easy as possible for the child and family.

The transition planning conference involves:

- Discussing the family's hopes and concerns for their child.
- Discussing any services the toddler may receive under part B of IDEA and discussing the Individualized Education Plan process.
- Preparing a plan to reflect decisions made at the transition planning conference and the roles of sending and receiving agencies.
- Reviewing the child's program options for the period from the child's third birthday through the remainder of the school year.²³⁰