

Transition Planning Conference (TPC) Requirements

Between 2 years 3 months and 2 years 9 months of age

PART C

Referral to local education agency (LEA) and TPC occur only for children determined potentially eligible for Part B services without a signed opt out form.
34 CFR §303.209(b)

The Birth to 3 Program with permission convenes a TPC not less than 90 days and not more than 9 mos. before the child's 3rd birthday between the Birth to 3 Program, the family, and the LEA to discuss Part B services the child may receive. An invitation to the TPC must be sent to the LEA which serves as notification. 34 CFR §303.209(b)(c)

With written consent, the Birth to 3 Program shares additional information about the child with the LEA. 34 CFR §303.344(2)(iii)

The Birth to 3 Program refers the child to the LEA timely between 2.3 and 2.9 years of age but not fewer than 90 days before their 3rd birthday.
34 CFR §303.209(b)

Tools & Resources

Responsibilities

PART B

Each LEA will participate in transition planning conferences arranged by the designated lead agency for whom a first notification was placed
34 CFR §303.124(c)

The LEA will provide the family with information specific to LEA eligibility criteria and the timelines and process for consenting to an evaluation and determining eligibility. 34 CFR § 300.124(c) per OSEP QA 24-01

The LEA will also share information regarding the availability of special education and related services within the LEA. 34 CFR § 300.124(c) per OSEP QA 24-01

The LEA is allowed to have the parents sign consent to share information between the Birth to 3 Program and the LEA during the TPC, but not before. Once parents sign consent the Birth to 3 Program may share any records with the LEA or send them electronically.
34 CFR §303.344(2)(iii)