

Transition Conference Summary Form INSTRUCTIONS

Updated: July 1, 2020

Who is responsible: Service Coordinators



Purpose and Use

The purpose of the *Transition Conference* form is to document the transition conference and decisions made regarding the supports and/or services needed by the family and child to support a successful and seamless change in placement as the child exits IDEA/Part C.

This form must be completed by the Service Coordinator, with input from the parent, the local school district, Head Start, or other community early care and education programs.

This conference must occur at a time and place that is convenient to all team members. **If the parent elects to not participate in the transition conference, the Service Coordinator remains responsible for communication with the contacts for the local school district and/or the early care and education placement.**

The transition conference is not an IFSP team meeting but does require prior written notice.

Section 1: Child and Service Coordinator Information

Enter the child's legal first and last name, date of birth, and date of transition conference. Enter the date of the transition conference in BRIDGES.

Check 'Yes' or 'No' to document if the transition conference is held at least 90 days before the child's third birthday. If no, enter the late reason in BRIDGES.

Enter the name and phone number of the Service Coordinator and the child's BRIDGES ID number.

Section 2: Transition Conference Summary

Enter a summary of the information discussed at the transition conference. Identify the programs and services discussed and what program the child will be transitioning into at age three.

Section 3: Transition Supports and Services

Enter the specific steps that must be taken in order to ensure transition at three years of age, the individuals or agencies needed to accomplish each step, and the deadline for completion.

Section 4: Signature of Transition Conference Participants

Obtain signature and printed name of individuals participating in transition conference.

Select appropriate participation code:

A = Attended in person

P = Participated by phone

Enter the date of participation.