Transition Conference Summary Form

INSTRUCTIONS

Who is responsible: Service Coordinators

Updated: February 3, 2020

Purpose

The Transition Conference form is used 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.

Use

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 program.

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. The date of the transition conference must be entered 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

Include specific information discussed at the transition conference. If determined, identify the program that the child will be transitioning to at age 3.
Section 3: Transition Supports and Services

Identify the specific steps that must be taken in order to ensure transition at three years of age and add or revise IFSP outcomes as needed.

Identify the programs and services discussed and what program the child will be transitioning into at age three.

Identify the conference members and any responsibilities assigned to ensure a seamless transition at age three.

Section 4: Signature of Transition Conference Participants

Obtain signature and printed name of individuals participating in transition conference on the row that represents their role.

Select appropriate participation code:
- A = Attended in person
- P = Participated by phone

Enter the date of participation.