Transition Referral Form

INSTRUCTIONS

Updated: February 3, 2020

Who is responsible: Intake Coordinators and Service Coordinators

Purpose and Use

The purpose of the form is to notify the local education agency (LEA), Head Start, or other community program of a child transitioning from the IDEA/Part C System.

The Intake Coordinator or Service Coordinator will use this form to send information to the LEA or preschool service provider to assure a smooth transition from early intervention to preschool services.

Section 1: Date of Transition Referral, Transition Conference, and Exit from IDEA/Part C

Check box to indicate if the Intake or Service Coordinator is making a new referral for transition or is updating an existing referral.

Enter the Transition Referral date, the date when the Transition Conference is due, and the date when the referral was received by IDEA/Part C.

When a referral is received by the Central Referral Team (CRT) for a child who is 29 months of age, the child may not be determined eligible for IDEA/Part C by age 30 months (the required due date for all Transition Referrals). In these instances, the Intake Coordinator checks the Late Referral box, and sends to the form to the parent’s choice for preschool placement.

Early Part C Exit: check this box only when a Transition Referral has been made and a child exits IDEA/Part C prior to the child’s third birthday.

Section 2: Child and Parent Information

The following is considered directory information under the Individuals with Disabilities Education Act and is required for all children for transition referrals and transition updates. Parental consent is not required to share directory information.

Enter the child’s legal first and last name, date of birth, and BRIDGES ID number.

Enter the name, mailing address, primary phone number and e-mail address of the parent.
Section 3: Preschool Service Provider

Check the box indicating to whom the transition referral is being made.

If the child will be transitioning to the LEA:
Enter the name of the LEA, and the name of the school district’s contact for preschool transition.
Enter the mailing address, telephone number, fax number, and e-mail address of the school district contact.

A list of current contacts for Special Education Directors can be found at:
https://ed.sc.gov/districts-schools/special-education-services/parent-resources/special-education-district-director-coordinator-listing/

If the child will be transitioning to Head Start or an Early Care and Education Provider:
Enter the name of the program, mailing address, telephone number, fax number, and e-mail address of the early care and education provider if the family has selected this choice. Early care and education providers include Head Start, family child care home, child care center, and preschool.

Section 4: Intake Coordinator or Service Coordinator Information

Check the appropriate box for Intake Coordinator or Service Coordinator.
Enter name, agency, telephone number, fax number, and e-mail address of the Intake Coordinator or Service Coordinator completing and sending the form.

Section 5: Consents and Information

The Intake Coordinator or Service Coordinator will check ‘Yes’ or ‘No’ for each of the following:

• Consent obtained for information sharing with LEA or other placement listed above. If ‘Yes,’ attach a copy of the signed Consent to Release and/or Obtain Information form. Indicate if records are attached or to be sent at a later date by checking the appropriate box.

• Parent wishes to take part in the Transition Conference.
  o If the parent has agreed to Transition Conference, check “yes”;
  o If the parent does not wish to participate in Transition Conference, check “no.”
  o NOTE: A transition conference must be held with the LEA when requested by the family. When family consents to Transition Services, but declines to participate in the conference, an exchange of information must still occur between Part C and Part B. When the family gives consent to the conference, but does not attend the conference as scheduled, the conference must still be held.

• Comments: Include as appropriate.