

## Transition Referral Form INSTRUCTIONS

Updated: August 24, 2020

*Who is responsible: Intake Coordinators and Service Coordinators*



### Purpose and Use

The purpose of the Transition Referral 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. Referral to the LEA is required regardless of additional referrals to other programs.

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. This form is required to be sent for all eligible children between 24 and 33 months of age, and for children referred and found eligible between 33 and 34.5 months of age.

### Section 1: Date of Referral or Update 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 the Transition Conference is due, and the date the referral was received by IDEA/Part C.

When a referral is received by the Central Referral Team (CRT) for a child who is 32 months of age, the child may not be determined eligible for IDEA/Part C by age 33 months (the required due date for all Transition Referrals). In these instances, and for all children found **eligible** after 33 months of age, the Intake Coordinator checks the Late Referral box, and sends to the form to the LEA and any of the other choices of the parent choice for preschool placement.

Early Part C Exit: check this box only when a Transition Referral was previously sent to the LEA and the 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 (IDEA) 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:

- Parent agrees to the referral to preschool services through the LEA
- Parent agrees to take part in the Transition Conference
- Parent has given consent for information to be shared with the 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.

**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.

If the answer to questions 5A or 5B is no, both the family and the Intake Coordinator or Service Coordinator must sign and date the Transition Referral form.