

**PART B/PART C**  
**JOINT PRIOR WRITTEN NOTICE**  
**LOCAL EDUCATION AGENCY AND EARLY INTERVENTION AGENCY**

Date:

- two year seven month transition meeting  
 two year nine month transition meeting

To:

Address:

Phone Number:

From: \_\_\_\_\_

Early Intervention Agency (EI) and/or Local Education Agency (LEA)

Re \_\_\_\_\_

(Child's first name, initial, last name)

(birth date)

You have received and reviewed the *Understanding Early Childhood Transition: A Guide for Families and Professionals* document. As described in this document, we would like to meet with you to identify and share valuable information about the needs of your child.

The following action(s), as checked below, are being considered at a meeting on: \_\_\_\_\_  
Date

Time

Location

- Review current evaluation information (2yrs. 7mths.)  
 Discuss continued eligibility for Developmental Disabilities (2 yrs. 7 mths.)  
 Discuss need for additional evaluation (2 yrs. 7 mths.)  
 Sign Consent for Evaluation if needed (2 yrs. 7mths.)  
 Discussion of evaluation results (2 yrs. 9mths.)  
 Determination whether your child has a disability under IDEA (2 yrs. 9 mths.)  
 Review of Individual Family Service Plan (IFSP) and/or development of an Individualized Education Program (IEP (2 yrs. 9 mths. or prior to age 3.)  
 Discuss option for services when child turns three years of age.  
 Other considerations \_\_\_\_\_

The following actions apply to this notice and a description is given below:

1. This action is being proposed/rejected because:
  
2. Prior to this proposal the following actions were considered:
  
3. The options stated in item 2 were rejected because:
  
4. The action stated in item 1 is based on the following evaluation procedures, tests, records or reports:
  
5. Other factors relevant to the action proposed above are:

## Procedural Safeguards

The *Parental Rights for Public School Students Receiving Special Education Services, Notice of Procedural Safeguards* booklet will be given to you when we meet. This booklet provides a description of the procedural safeguards relating to Part B of the Individuals with Disabilities Education Act (IDEA), Part B. You may obtain a copy of this booklet at any time from your local special education office. A copy of this booklet will be given to you annually, except that a copy must be given when: a child is initially referred for evaluation; a parent requests an evaluation for Part B eligibility; a parent registers for a due process complaint; and a parent requests a copy.

A copy of *Your Parent Rights* brochure is reviewed with you when you sign an ISP for you child. This brochure provides a description of the procedural safeguards relating to Part C of IDEA. You may obtain a copy of this brochure at any time from your Developmental Disabilities Case Manager.

If you have questions about the information provided, or want help in understanding these procedural safeguards, please contact the person indicated below.

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EI and/or LEA contact information

At the present time, we anticipate that the following individuals will be meeting with us:


Please let us know if this is a convenient time for you so we can finalize plans for the meeting. If you wish to have someone else attend with you, you may do so.