

**APPENDIX T-D**

**RECOMMENDED 3-5 TRANSITION PROCESS  
From ECSE Programs to School-Age Programs**

<b>Activity</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Function</b>	<b>Invitation to Attend</b>
1. Determine liaisons for preschool and school-age programs	Fall of Year	Case Manager/Preschool Administrator, Administrator of School of Residence	Coordinate planning for transitioning children	N/A
2. Meeting between preschool and school-age liaisons	Fall of Year	Preschool Liaison	Numbers of children and descriptions of disabilities	Preschool Coordinator, School-Age Liaison, and School Personnel from School of Residence
3. IEP team meeting	Annual review date or at least 6 months prior to transition	Case Manager, Resident School Administrator	Develop transition plan as part of IEP*: update goals and objectives; identify assessment needs; determine transition activities, potential placements, transportation needs, relevant family needs	Parents, IEP Team, Transition Liaison
4. Visitations to school-age and preschool programs	Prior to 3 months before transition	Preschool Liaison, School-Age Personnel, Resident Administrator of School of Residence	Observe potential receiving school settings. Observe students in current setting	Parents & Child, Preschool Liaison, IEP Team, Appropriate School-Age Personnel
5. Assessment needed for planning school programming	Prior to 3 months before transition	Preschool & School-Age Personnel, Administrator of School of Residence	Complete necessary assessment for programming information	N/A
6. Final transition meeting	Within 3 months before the end of school year	Preschool Liaison, Administrator of School of Residence	Finalize school placement for forthcoming year. Transfer of appropriate records	Parents, Preschool Liaison, IEP Team, Appropriate School-Age Personnel
7. Follow-up as designed in the transition plan	Within 3 months after initiation of the new program	Preschool Liaison, School-Age Liaison of School of Residence	Options: ❖ Telephone contact with parent ❖ Observation ❖ Visitation to program ❖ Telephone contact with program personnel	Preschool Liaison, New Program Staff, Parents, IEP Team, Administration of School of Residence

\*IEP=Individualized Education Program

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