

Ohio's Part C to B Transition Planning Process: At-A-Glance

This document summarizes primary components of the transition process.

Each step of the transition process requires parental consent and adherence to Rule.

| Timeframe | Responsible Party | Course of Action |
|--|-------------------|---|
| When child turns 24 months of age | Part C | Notification Provide notification to the Local Education Agency (LEA), through the Quarterly LEA report. This occurs four times per year, February 1, May 1, August 1, and November 1, for children who turn three within a year from the report date. Frequent and continuous communication between the Early Intervention Service Coordinator (EISC), the LEA, and Head Start creates essential foundational collaboration for all agencies. |
| At least 90 days and not more than 9 months prior to a child's 3rd birthday | Part C | Transition Outcome Write the transition outcome as part of the Individualized Family Service Plan (IFSP). The IFSP team, which includes the parent, must develop a transition outcome including steps and activities in order to prepare the family to exit from Part C. This outcome allows the family, along with the EISC/Primary Service Provider (PSP) the opportunity to have time to try strategies, seek out information, and explore options. This outcome can be reviewed and strategies may be revised or modified at the IFSP/Transition Planning Conference (TPC) to ensure a smooth transition. |
| At least 90 days and not more than 9 months prior to a child's 3rd birthday | Part C | Preparation for the TPC The EISC will notify the LEA, Head Start, Early Childhood program and anyone else the family wishes to invite to the TPC, letting them know there is a child who is potentially eligible for preschool special education services and coordinating a meeting date. The EISC works with all participants to find a date, time, and location which works for the TPC. The EISC sends the current IFSP and any other updated assessments. |
| At least 90 days and not more than 9 months prior to a child's 3rd birthday | Part C Part B | Transition Planning Conference/IFSP Meeting The EISC must convene a transition planning conference (TPC) to discuss any services a child may be eligible to receive under Part B of IDEA. The EISC will invite an LEA representative, Head Start, Early Childhood programs, or anyone else the family wishes to the TPC. An invited LEA representative is required to participate in the TPC. During this time both the LEA and EISC would provide parents with information about possible eligibility, evaluation, and community options. If the LEA representative cannot attend, the family may decide to reschedule or continue the TPC. If the TPC occurs without the LEA representative, the EISC will provide parents with information about Part B services. The LEA will record the Transition Planning Conference date. |
| At least 150 days or less prior to the child's 3rd birthday | Part B | Referral The LEA will complete the referral form with information provided by the parent and EISC. The LEA begins the Part B referral based on the earliest of the following: a.) 150 days prior to the child's 3rd birthday if the TPC occurs more than 150 days prior to 3rd birthday, b.) the date the EISC first notifies the LEA about the child if this date is within 150 days prior to 3rd birthday, or c.) date of the TPC if it occurs within 150 days prior to 3rd birthday. |
| Following referral from Part C and prior to any Part B action | Part C Part B | Procedural Safeguards The EISC must provide the family a copy of "Parent Rights Brochure." The LEA is also required to provide the parent with a copy of "A Guide to Parent Rights in Special Education" at the Transition Planning Conference. |
| 30 days or less from Part C TPC or referral date if the TPC occurs more than 150 days prior to the third birthday | Part B | Prior Written Notice If an LEA determines the child may be in need of special education services, the LEA initiates the evaluation process by providing the parents with prior written notice for the Part B evaluation. If the LEA determines, based on existing evidence, that the child is not a child who may be in need of special education, the LEA must provide the parents with prior written notice explaining why the LEA refuses to conduct an evaluation and the information that was used as the basis for the decision. |
| Must be conducted within 60 days of receiving parental consent | Part B | Initial Evaluation The initial evaluation determines eligibility and the need for special education and related services. The evaluation planning form is completed and must include documentation of all additional assessment data needed and the existing Part C data (evaluation, progress and parent reports). The LEA must complete an evaluation and have an IEP in effect by a child's 3rd birthday, if eligible. Evaluation Team Report (ETR) Meeting This meeting is held to discuss the evaluation results. The evaluation team, including the parents, determine whether the child meets special education eligibility requirements. |
| At the IEP meeting prior to the child's third birthday | Part B | Individualized Education Program (IEP) Meeting The LEA, at the parent's request, invites the EISC to the IEP meeting. The IEP team, including the parents, determines the goals, special education services, and related services needed to meet the needs of the child. The IEP must be in place and implemented by the child's third birthday when the referral to the LEA is more than 45 days prior to the child's third birthday. |

Official Forms used in IDEA Part C to Part B Transition

Part C - Early Intervention Forms

EI-04 Individualized Family Service Plan (IFSP)

EI-06 Consent for Release of Records and Exchange of Information

EI-07 Consents for Transition

EI-08 Consent to Refer Child to the Local Educational Agency and the Ohio Department of Education (ODE)

EI-11 Prior Written Notice of Proposed Change of Services

EI-13 Individualized Family Service Plan (IFSP) Meeting Notice

[Steps for a Successful Transition](#)

[Transition What It Does & Does Not Look Like](#)

[Transition Timeline Checklist](#)

Part B - Ohio Department of Education Forms

PR-01 Prior Written Notice to Parents

PR-02 Parent Invitation

PR-04 Referral for Evaluation

PR-05 Parent Consent for Evaluation

PR-06 Evaluation Team Report (ETR)

PR-07 Individualized Education Program (IEP)

[Ohio Required and Option Forms \(ODE\)](#)

Parent Information

[Parents Rights in Early Intervention Brochure](#)

[A Guide to Parents rights in Special Education: Special Education Procedural Safeguards Notice](#)