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

This document summarizes the primary components of the transition process.

Each step requires parental consent and adherence to the Rule.

Timeline	Responsible Party	Action
When child turns 24 months of age	Part C	Notification Notification to the Local Education Agency (LEA), through the Quarterly LEA report, 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. In addition to the quarterly report, frequent and continuous communication between the Early Intervention Service Coordinator (EISC) and the LEA creates essential foundational planning for all agencies.
When child turns 27 months of age	Part C	Transition Outcome The transition outcome is 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 Early Intervention. 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	Prior to Transition Planning Conference The EISC, with consent, will coordinate the TPC meeting with whom the family wishes to invite. This may include the LEA, Head Start, early childhood programs and anyone else the family wishes to invite. This will let the LEA know there is a child who is potentially eligible for preschool special education services. The EISC works with all participants to find a date, time, and location which works for the TPC. The EISC, with consent, sends the current IFSP and any other updated assessments. In some cases, due to foster or kinship placement, multiple school districts may need to be notified by the LEA In some cases, due to foster or kinship placement, multiple school districts may need to be notified. 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, with the parents' permission, convene a transition planning conference (TPC) to discuss any services a child may be eligible to receive under Part B of IDEA. The EISC may invite a 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. In this case both the LEA and EISC would provide parents with information about possible eligibility, evaluation, and community options. If the LEA

		representative cannot attend, the EISC can conduct the TPC and provide parents with information about Part B services. The parent may also choose to reschedule the TPC when the LEA cannot attend. Referral The LEA will complete the referral form with information provided by the parent and EISC. The LEA with the parents' permission begins the Part B referral and evaluation process.
Following referral from Part C and prior to any Part B action	Part C & Part B	Procedural Safeguards The EISC must provide the family with a copy of the 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 the date of the referral	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 and obtaining written parent consent 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 is not going 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 purpose of the initial evaluation is to determine if a child has a disability and requires special education and related services. With parent permission, and input, the evaluation planning form must include documentation of all additional assessment data needed and the existing Part C data (evaluation, progress and parent reports), to be used in determining eligibility. The LEA must complete an evaluation, which includes the parent participation and input, and, if eligible, an IEP in effect by a child's 3rd birthday. Evaluation Team Report (ETR) Meeting This meeting is held to discuss the evaluation results. The evaluation team, including the parents, determines 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 must, with parent permission, invite the EISC to the IEP meeting. 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 to Release of Records and Consent for Release and/or Exchange of Information

EI-07 Consents for Transition Planning Conference

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

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

EI Forms | Ohio Early Intervention

Parents Rights in Early Intervention Brochure

Part B - Ohio Department of Education and Workforce 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 Optional Forms | Ohio Department of Education and Workforce

A Guide to Parents Rights in Special Education: Special Education Procedural Safeguards Notice

Preschool Transition from Part C to Part B Optional Form