



Early Childhood Transition § 303.209 (SPE-P015)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure ensures a smooth transition for infants and toddlers with disabilities under the age of three and their families from receiving early intervention services. (§ 303.209)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 **Director of Special Populations**

3.0 APPROVAL AUTHORITY:

- 3.1 **Chief Academic Officer**

4.0 DEFINITIONS:

- 4.1 Tennessee Early Intervention System- TEIS is a program that provides services to children age birth up to age three who have disabilities or other developmental delays.
- 4.2 Information about the child's status (IFSP)- The IFSP includes a statement of the infant or toddler with a disability's present level of physical development, cognitive development, communication development, social, or emotional development, and adaptive development based on the information from that child's evaluation and assessment conducted under § 303.321

5.0 PROCEDURE:

- 5.1 State Education Agency (SEA) team member contacts the Pre-K Coordinator to set up a transition planning conference 90 days prior to the child's third birthday.
- 5.2 The Pre-K Coordinator sends a TEIS referral to the school team (school psychologist, Speech and Language therapist, occupational therapist, physical and/or vision therapist) to determine if the toddler may be eligible for preschool services under part B of the Act more than 45 days but less than 90 days before the child's third birthday.
- 5.3 60 days prior to the child's birthday, the school psychologist makes contact with the parent to schedule an evaluation and includes all appropriate specialists.
- 5.4 The school team schedules an eligibility meeting at least 30 meetings before the student's third birthday to determine if the student qualifies for preschool services.
- 5.5 If the student is determined to be eligible for services, the assigned Pre-K teacher contacts the parent within 5 days after the eligibility meeting to schedule an IEP meeting.
- 5.6 The eligibility and IEP meeting are required to take place prior to the child's third birthday.
 - i. The IFSP must include the steps and services to be taken to support the smooth transition of the child, in accordance with §§ 303.209 and

303.211(b)(6), from part C services.

- ii. Ensure Preschool services are appropriate (§303.211); or
- iii. Other appropriate services must include
 - (a) discussion and training of parents as appropriate regarding future placement and other matters related to the child's transition
 - (b) procedures to prepare the child for change in service delivery, including steps to help the child adjust to, and function in a new setting;
 - (c) confirmation that child finds information about the child has been transmitted to the LEA (§303.209(b) and with parental consent (§303.414) if required under the transmission of additional information needed by the LEA to ensure continuity of services from part C program to the Part B program, including a copy of the most recent evaluation and assessment of the child and the family and the most recent ISFP developed in accordance with §303.340 through 303.345 and
 - (d) Identification of transition services and other activities that the ISFP team determines are necessary to support the transition.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 [Tennessee Early Intervention System](#)
- 6.2 [§ 303.344 Content of an IFSP](#)
- 6.3 Parent Request for Evaluation ([SPE-P005](#))
- 6.4 CMCSS Special Education Manual linked [here](#)
- 6.5 Special Education Framework linked [here](#)

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/15/2022		Initial Release

End of Procedure