

Planning for What Happens After *Early On*: Timeline

As families plan for what happens after *Early On*, they have a lot to accomplish within a specific timeline. There are a lot of things that need to get done and this fill-able worksheet can help keep things on track.

Date my child will be 2 years, 3 months: _____

Transition Planning can **start as early** as 2 years, 3 months.

Date my child will be 2 years, 9 months: _____

Transition Planning must occur by 2 years, 9 months.

Date Transition Planning Started: _____

Transition Planning happens for all families. The Transition Plan is written into your Individualized Family Service Plan (IFSP) and starts between the two dates listed above

Not every child receiving services through *Early On* is eligible to receive Michigan Mandatory Special Education (MMSE). For children who are eligible to receive or will be receiving special education services, a Transition Conference must be held.

Date the local school district received information about your child: _____

Notification to the child's local school district must occur by 2 years, 9 months.

Your Service Coordinator will notify your local school district that your child is potentially eligible for Special Education – Part B. They will provide the child's name, date of birth and parent's names and contact information

Date Transition Conference is scheduled: _____

Transition Conference must happen before your child is 2 years, 9 months. The transition conference is necessary to help families know what lies ahead and what they can do to make the process move smoothly. Your Service Coordinator will hold a Transition Conference between current providers, the family and a representative from your local school district.

The following people are required to attend the Transition Conference (write in their names & contact information):

- Parents
- Others at parent's request (family members, advocate, or person outside of the family)
- Service Coordinator _____
- Representative from your Local School District

- Others who are directly involved in conducting evaluations or assessments

The IEP meeting may occur at the same time as the Transition Conference or may occur at a separate time.

Date you received Prior Written Notice for evaluations: _____

Parents must be given Prior Written Notice before any evaluations occur. This Notice will describe action the school district is proposing, why they are proposing, description of each evaluation procedure, assessment, record or report the district will use in making decisions. This Prior Written Notice will also include what the school district will refuse to do and why. The school district is responsible for determining a child's eligibility for Special Education – Part B.

Date you provided written Consent for evaluations: _____

Parents must provide written Consent for evaluations. A parent's signature indicates they fully understand the activities proposed by the district and are giving permission for those activities.

Date that is 30 school days after you gave Consent for evaluations: _____

This is a very important date. The school district is required to have completed all evaluations, held a meeting to determine eligibility AND write an Individualized Education Program (IEP) within 30 school days. Determining eligibility and writing the IEP is done by a team, this team includes the parents.

Date of the Individualized Education Program (IEP) meeting: _____

The IEP meeting may occur at the same time as the transition conference or may occur at separate times.

Date you received Prior Written Notice for Special Education programs and services: _____

Parents must be given Prior Written Notice before Special Education programs and services can begin. This Notice will describe actions the school district is proposing, why they are proposing, description of each evaluation procedure, assessment, record or report the district used in making decisions. This Prior Written Notice will also include a description of any other choices that the Individualized Education Program (IEP) Team considered and the reasons why those choices were rejected. This is often referred to an offer of FAPE (Free and Appropriate Public Education) and is the point where the writing of the IEP is complete.

Date you provided written Consent for Special Education programs and services: _____

Parents must provide written Consent for Special Education programs and services. The school district must have your written consent before they can provide services. It is important to know that your Consent for Special Education programs and services remains in place into the future. You will not be asked to provide this Consent again; it will remain in place unless you revoke or withdraw you Consent.

Date your child will be 3 years old: _____

Your child must have an IEP written and services must start by their 3rd birthday. Special education services may be provided to children as early as 2 years, 6 months.