



Component 7.0 Transitions

Authority: IDEA Sections [1436](#), [1437](#)
34 CFR Sections [99](#), [300.111](#), [300.124](#), [303.209](#), [303.301](#), [303.401](#),
[303.414](#)
Florida Statutes [391.308](#)

Intent: These policies are intended to ensure a smooth, seamless transition for children participating in Early Steps and their families when exiting at age three to the local school district or other early care and education programs throughout the state and to assist families in preparing for transitions to other settings or changes in service delivery.



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7.1.0 Transition Planning		
	Policy	Reference/Related Documents
	7.1.1 Transition planning must occur when a child transitions out of a LES for any reason.	Policy Handbook 7.8.1
	7.1.2 An individualized IFSP transition plan must: A. Be completed for all children not fewer than 90 days and, at the discretion of all parties, not more than 9	20 U.S.C.§1436(d)(8) 20 U.S.C.§1437(a)(9)(C) 34 CFR §303.209(d)(2) 34 CFR §303.209(d)(3)



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	<p>months before the child’s third birthday to assist with exiting Early Steps at age three,</p> <p>B. Include steps for the toddler with a disability and family to exit Early Steps, and</p> <p>C. Include any needed transition services that the IFSP team has identified as needed by the toddler and family.</p>	<p>Policy Handbook 5.3.10 Operations Guide 7.1.2</p>
	<p>7.1.3 In preparing for transition planning:</p> <p>A. The LES will inform parents, not fewer than 90 days prior to the child’s third birthday, of the availability of services in the school district Prekindergarten Program for Children with Disabilities and will review the child’s options for the period from the toddler’s third birthday through the remainder of the school year, in collaboration with the Local Educational Agency (LEA) and with the involvement of the family.</p> <p>B. Families must be included in any meeting to develop the transition plan for children transitioning from Early Steps to preschool, other appropriate services or exiting the program at age three.</p> <p>C. Any transition conference or meeting to develop the transition plan may be combined into one meeting with an IFSP meeting and must meet the requirements regarding accessibility and convenience of IFSP meetings and requirements per policies 5.2.1, 5.2.2, 5.7.4, and 7.3.1.</p>	<p>20 U.S.C. §1437(a)(9)(A)(i) 20 U.S.C. §1437(a)(9)(B) 34 CFR §303.209(d)(1) 34 CFR §303.209(d)(1)(ii) 34 CFR §303.209(e) 34CFR §303.301(c) 391.308(7) 391.308(7)(a) Operations Guide 7.1.3</p>
<p>7.2.0 Notification</p>		
<p>Policy</p>		<p>Reference/Related Documents</p>
	<p>7.2.1 Not fewer than 90 days before the child’s third birthday, the LES must provide notification to the local school district in which the child resides for child find purposes and the Department of Education (DOE) that the child may be eligible for preschool services under the Prekindergarten Program for Children with Disabilities, unless the parent chooses to opt-out of notification. Parental consent is not required for Early Steps to notify the DOE and the local school district where the child resides and such notification will occur in the absence of an objection by the parent.</p>	<p>20 U.S.C. §1437(a)(9)(A)(ii)(I) 34 CFR §300.111(a)(1)(i) 34 CFR §303.209(b)(2) 34 CFR §303.209(b)(i) 34 CFR §303.401(d)(1) 391.308(7)(b)(1) Operations Guide 7.2.1</p>

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	<p>7.2.2. Notification must include the following information:</p> <p>A. Child’s name,</p> <p>B. Child’s date of birth, and</p> <p>C. Parent contact information, including parents’ names, addresses, and telephone numbers.</p>	<p>20 U.S.C. §1437(a)(9)(A)(ii)(I) 34 CFR §300.111(a)(1)(i) 34 CFR §303.401(d)(1) Notification Cover Letter</p>
	<p>7.2.3</p> <p>A. For children who become eligible for Early Steps 90 days or more before their third birthday, prior to the required notification date discussed in Policy 7.2.1, the LES must:</p> <ol style="list-style-type: none"> 1. Provide the Understanding Notification brochure to the parents, and 2. Explain DOE and school district notification and the opt-out option. <p>B. For children who become eligible for Early Steps less than 90 days before their third birthday, on the date the child is determined eligible for Early Steps, the LES must:</p> <ol style="list-style-type: none"> 1. Provide the Understanding Notification brochure to the parents, and 2. Explain DOE and school district notification and the opt-out option. 	<p>34 CFR §303.209(b)(2)) Understanding Notification Brochure - Spanish Understanding Notification Brochure - Creole</p>
	<p>7.2.4 If a child is determined eligible for Early Steps more than 45 but less than 90 days before the child’s third birthday and may be eligible for the school district Prekindergarten Program for Children with Disabilities, as soon as possible after determining the child’s Early Steps eligibility, the LES must notify the local school district for the area in which the child resides and the DOE that the child on his or her third birthday will reach the age of eligibility for preschool services.</p>	<p>34 CFR §303.209(b)(ii) Notification Cover Letter</p>
	<p>7.2.5 The date the parent was informed of the intent to provide notification to the DOE and the school district must be on or after the child’s eligibility</p>	<p>34 CFR §303.209(b)</p>

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	determination date and documented in the Early Steps data system.	
	7.2.6 Parents of Early Steps eligible children will be asked to indicate in writing, using the required Notification Opt-Out Form , whether they choose to opt-out of DOE and school district notification . If a parent signs the Notification Opt-Out form, Notification must not be provided. Parents will indicate their choice as follows: A. No later than the initial IFSP meeting for children who become eligible for Early Steps less than 90 days prior to the child's third birthday, or B. Prior to the required notification date discussed in Policy 7.2.1 for all other children.	34 CFR §303.401(e) Notification Opt-Out Form - Spanish Notification Opt-Out Form - Creole
	7.2.7 The LES will document in the child's Early Steps record and in the Early Steps data system: A. Whether the parent chose to opt-out of notification, and B. The dates notification was provided to the school district and the DOE.	Operations Guide 7.2.7
	7.2.8 The LES must obtain parental consent to share any personally identifiable information beyond the notification information specified in Policy Handbook 7.2.2 .	34 CFR §99 34 CFR §303.414 Policy Handbook 8.5.2 Policy Handbook 8.5.3
7.3.0 Transition Conference-For Children Who May Be Eligible for School District Prekindergarten Program for Children with Disabilities		
Policy		Reference/Related Documents
	7.3.1 In the case of a child who may be eligible for the school district Prekindergarten Program for Children with Disabilities , the LES must, with approval of the family, convene a conference among the LES , the family, and the local school district not less than 90 days and, at the discretion of all such parties, not more than 9 months before the child's third birthday.	20 U.S.C.§1437(a)(9)(A)(ii)(II) 34 CFR §303.209(c)(1) Operations Guide 7.3.1
	7.3.2	20 U.S.C.§1437(a)(9)(A)(ii)(II) 34 CFR 300.124

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	<p>A. The following individuals must be present for the transition conference for a child potentially eligible for the school district Prekindergarten Program for Children with Disabilities:</p> <ol style="list-style-type: none"> 1. Family, and 2. Service coordinator or designee. <p>B. Local school district representative, with approval of the family, must be invited. If the family does not give approval for school district staff to be invited, an invitation must not be extended.</p>	<p>34 CFR §303.209(c)(1) Operations Guide 7.3.2</p>
<p>7.4.0 Transition Conference - For Children Who May Not Be Eligible for the School District Prekindergarten Program for Children with Disabilities</p>		
<p>Policy</p>		<p>Reference/Related Documents</p>
	<p>7.4.1 In the case of a child who may not be eligible for the school district Prekindergarten Program for Children with Disabilities, the LES must, with approval of the family, make reasonable efforts to convene a conference among the LES, the family, and providers of other appropriate services for the child before the child's third birthday to discuss appropriate services that the child may receive.</p>	<p>34 CFR §303.209(c)(2)</p>
	<p>7.4.2</p> <p>A. The following individuals must be present for the transition conference for a child not potentially eligible for the school district Prekindergarten Program for Children with Disabilities:</p> <ol style="list-style-type: none"> 1. Family, and 2. Service coordinator <p>B. Other potential service providers, with approval of the family, must be invited.</p>	<p>20 U.S.C. §1437(a)(9)(A)(ii)(III) 34 CFR §303.209(c)(2) Policy Handbook 4.2.6 Policy Handbook 4.2.10 Operations Guide 7.4.2</p>
<p>7.5.0 Referral to the School District Prekindergarten Program for Children with Disabilities</p>		
<p>Policy</p>		<p>Reference/Related Documents</p>



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	<p>7.5.1 With parental consent, the LES must refer all children who are potentially eligible for the school district Prekindergarten Program for Children with Disabilities to the local school district, and document the referral in case notes and on the IFSP transition plan.</p>	<p>Policy Handbook 8.5.2 Policy Handbook 2.3.7 Operations Guide 7.5.1 Early Steps Case Note Early Steps Case Note Instructions</p>
	<p>7.5.2 The following information must be included with a referral to the school district Prekindergarten Program for Children with Disabilities, with parental consent,</p> <p>A. Current IFSP,</p> <p>B. Evaluations and assessments completed within the past 6 months,</p> <p>C. Any hearing and vision screening(s) completed within the past 6 months,</p> <p>D. Copy of consent for release of information for the local school district, and</p> <p>E. Any additional information available in the Early Steps record required by the receiving agency and specified on the consent for release of information form.</p>	<p>391.308(7)(d) 391.308(7)(e) Policy Handbook 8.5.2 Policy Handbook 8.5.3 Operations Guide 7.5.2</p>
<p>7.6.0 Referral to Other Early Care and Education Programs</p>		
<p>Policy</p>		<p>Reference/Related Documents</p>
	<p>7.6.1 With parental consent, the LES must refer all children not potentially eligible for the school district Prekindergarten Program for Children with Disabilities to Head Start, the Agency for Persons with Disabilities, early care and education programs or other community options as determined by the IFSP team, and document the referral in case notes and on the IFSP transition plan.</p>	<p>391.308(7)(e) Policy Handbook 8.5.2 Operations Guide 7.6.1 Early Steps Case Note Early Steps Case Note Instructions</p>

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	<p>7.6.2 The following information must be included with a referral to the early care and education program in preparation for transitioning at the age of three:</p> <p>A. Copy of the consent for release of information for the early care and education program, and</p> <p>B. Any information in the Early Steps record that is required by the receiving program and specified on the consent for release of information form.</p>	<p>391.308(7)(e) Policy Handbook 8.5.2 Policy Handbook 8.5.3</p>
7.7.0 Initial Individual Educational Plan (IEP) Meeting		
Policy		Reference/Related Documents
	<p>7.7.1 When the service coordinator or other LES representative is invited to the initial IEP meeting, he/she must make reasonable effort to participate in the meeting.</p>	<p>Operations Guide 7.7.1</p>
7.8.0 Other Transitions		
Policy		Reference/Related Documents
	<p>7.8.1. The LES must assist families in preparing for transitions to new settings and changes in service delivery even when the child is not turning three years of age and/or leaving Early Steps.</p>	<p>Policy Handbook 6.12.1 Operations Guide 7.8.1 Operations Guide 5.6.1.D.1</p>



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