



SPREAD THE WORD: PREPARATION FOR FIRST STEPS TRANSITION

The Indiana Department of Education's (IDOE's) Office of Special Education has partnered with Indiana Family and Social Services Administration's (FSSA's) Bureau of Child Development Services (First Steps) to clarify the process for preparation related to First Steps transition to Part B services. First Steps will host a transition planning meeting and, with parental consent, will host a transition conference. This document is intended to help Local Education Agencies, parents, and families better understand the differences between the two transition events.

Transition Planning Meeting

Who: First Steps Service Coordinator, Individualized Family Service Plan (IFSP) Team, Family

What: The transition planning meeting is held to establish the plan from Part C early intervention services to Part B programming (age 3-22). The meeting will determine the next steps and strategies for working towards transition (34 CFR § 303.209(d)).

When: 90-270 days prior to the child's third birthday; in practice, often held on the same day as the transition conference

Transition Conference

Who: First Steps Service Coordinator, IFSP Team, Family, Local School

What: The transition conference is held only with the consent of the family and the local school must be invited. The purpose is to discuss services that could be offered to the child if they are found eligible for Part B. In accordance with local school district policies, the school may request consent to evaluate the child for IDEA Part B eligibility at this conference (34 CFR §303.209(c)).

When: 90-270 days before the child's third birthday; in practice, often held on the same day as the transition planning meeting



FREQUENTLY ASKED QUESTIONS

What happens if the family originally does not consent to the transition conference, but later gives consent?

Families always retain the right to revoke and reinstate consent. A family who does not give consent for the transition conference will still be contacted by the local PK-12 school to request consent to evaluate. If the family reinstates consent for the transition conference more than 90 days before the child's third birthday, the First Steps team must arrange the transition conference. If less than 90 days before their third birthday, the First Steps team will direct the family to the local school for next steps.

What happens if the local school cannot, despite best efforts for coordination, attend the transition conference?

The local school must be involved through other means, such as a telephone conference call, sending an authorized delegate, or sending resource information to the meeting. The local school must also attempt to receive parental consent to evaluate the child for Part B services via multiple attempts and multiple methods.

Which regulations guide transition planning meetings and transition conferences?

Transition planning meetings and transition conferences are guided by [34 CFR § 303.209](#), [511 IAC 7-32-99](#), [511 IAC 7-43-2](#), [Memorandum of Understanding](#) between IDOE and FSSA, [QA 24-01](#), [OSEP Response to Nix](#), and other federal and state rules and guidance.

Who can I contact for help with transition planning meetings and transition conferences?

LEAs can contact IDOE's Office of Special Education (specialeducation@doe.in.gov) and the Bureau of Child Development Services (FirstStepsWeb@fssa.IN.gov) for questions and resources related to the transition planning meetings and transition conferences.