

# Collaborative Transitions in Early Childhood Special Education

## Reflection Sheet

Do you have a written set of procedures so everyone knows who is responsible for doing what and when?    ☐ Yes    ☐ No    ☐ Yes, but it needs improvement

### Equity between sending and receiving teams:

How is the work distributed between sending and receiving teams?

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Early Intervention team  
handles all of it

PreK special education  
team handles all of it

### Reflect on your current practices for these steps:

Indicate which team is responsible for these tasks and use the space provided to make notes on who bears responsibility, the process followed, or what needs improvement.

Task	0-3	PreK	Details / Notes
Track transition dates for children moving from Part C to Part B			
Begin the planning process with the family for the transition from Part C to Part B between 90 days and 9 months prior to the child's 3rd birthday			
Collaborate with receiving team on the details of the child's transition, the child's anticipated needs, and the needs of the family.			
Schedule the date for the initial IEP			
Complete a REED within 30 school days of the planned date of the IEP			
Invite parties from sending and receiving teams to the IEP, including a representative from receiving preK program(s)			
Observe the child in their current setting			
Conduct any additional assessments needed			
Consult with preschool staff on the child's present levels / anticipated needs, and the needs of the family			

Gather any additional data needed to make IEP decisions regarding LRE, programs, services, SAS, goals/objectives. Include data from parents/guardians and outside service providers, if any.			
Review possible LREs and discuss pros and cons of each			
Identify necessary Supplementary Aids and Services			
Identify appropriate goals and objectives and agree on wording			
Identify special education services necessary to provide FAPE			
Determine transportation needs			
Conduct initial IEP and make sure it is submitted properly			
Make sure data for Part C to Part B transition (B-12 State Performance Indicator) is entered completely and correctly			
Collaborate with the family to acclimate them to the new program/services, contacts, and procedures			

**What is working well in your current practices?**

**What difficulties are you currently experiencing?**

**What actions can you take to improve your process?**

**How can staff work collaboratively to improve your process?**