**EI to EC Transition Process**

Nine to six months prior to the third birthday of a child who is receiving early intervention services, the Early Intervention (EI) Service Coordinator will send an information packet to VASE. This packet should include the most recent reports/summaries, IFSP, and EI Tracking Form. The VASE Early Childhood Technical Assistant inputs the child’s information into Filemaker, the computerized IEP system, and forwards a copy of the information packet to the anticipated case manager.

When the child is 30 months old, EI is required to schedule a Transition Meeting between the family and the serving school. The purpose of the Transition Planning Conference is for the parents to learn about the school district and for the school district representative to learn about the child. The Transition Meeting will most likely be scheduled by the CFC Service Coordinator. The Local Education Agency (LEA) is highly encouraged to attend all Transition Planning Conferences, however, if the LEA is unable to attend the meeting, the Service Coordinator will provide the family with contact information of VASE or the serving school district. In most cases, the LEA that attends the meeting is the early childhood special education teacher. It is not necessary for an entire IEP team to attend a transition meeting.

If the Service Coordinator schedules the Transition Meeting to be held in the school, the early childhood special education teacher may decide to hold a domain meeting in conjunction with the transition meeting. In order for this to occur, the teacher must have communicated in advance with the Service Coordinator and sent the Notification of Conference at least ten days prior to the meeting. Domain meeting should be held when a child is at least 34 months old at the time.