



San Diego Unified School District

ECSE Infant Toddler Program
4680 Hidalgo Ave San Diego CA 92117-2503

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SDUSD TRANSITION Checklis LEA PART C TO LEA PART B Low Incidence Toddlers

For toddler's enrolled in SDUSD Low Incidence Infant Program (Part C) who will be transitioning to SDUSD Early Childhood Program (Part B).

1. **California Early Start Program Meeting Notice Confirmation**

At least 90 days, but not more than nine months, prior to the toddler's third birthday a meeting must be set and a notice sent to the parents to develop an Individual Family Plan (IFSP) where transition steps and services will be developed.

- Copy is given to parent(s).
- Copy is placed in the toddler's container.

2. **IFSP Transition Conference**

IFSP Transition Plan

At the Transition Conference complete the IFSP Transition Plan and discuss Transition Services to facilitate the family and toddler transitioning to Part B services.

IFSP Parental Consent and Procedural Safeguards

A representative of SDUSD Part B services must be in attendance at this meeting.

Document Meeting Notes, Parental Approval, Transition Services and Team Member Participation.

- Copy of ***IFSP Transition Plan*** is given to parent(s).
- Copy of ***IFSP Parental Consent and Procedural Safeguards*** is given to parent(s).
- Copy of ***IFSP Transition Plan*** is placed in the toddler's container.
- Copy of ***IFSP Parental Consent and Procedural Safeguards*** is placed in the toddler's container.

3. **Notification/Referral to Local Education Agency Part B Services**

Following the Transition Conference Meeting SDUSD Part B Services must be notified of toddler's being referred for services.

- Copy is given to parent(s).
- Copy is given to Part B Services.
- Copy is placed in the toddler's container.
- Copy of all forms given to Infant Program Clerk.