

# Indicator 12 Preschool Transition from Part C to Part B Monitoring Checklist

LEA.

LEA Staff:

Date:

## Individual Case(s) of Noncompliance

Indicator	Notes
Reason IEP(s) was late, confirm IEP is being implemented, and plan documenting how LEA will ensure timely IEPs in future	

**LEA has an effective system to ensure the timeline requirements for transition from Part C to Part B are met.**

Indicator	Y/N	Person Responsible	Notes
A Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) is in place			
A relationship is established with Part C services in that contact information is shared between both parties and timeline requirements are understood.			
A system is in place to conduct an initial evaluation (within 45 days of receiving parental consent or sooner if evaluation expires after 3 <sup>rd</sup> birthday) and determine eligibility by 3 <sup>rd</sup> birthday.			

LEA has an effective system to record transition information in TEDI.

Indicator	Y/N	Person Responsible	Notes
Staff members are assigned to enter data into TEDI and have access to the TEDI system.			
Assigned staff members have established a schedule of when to enter transition data into TEDI.			

LEA has an effective system to develop an IEP by the 3rd birthday.

Indicator	Y/N	Person Responsible	Notes
A system is in place to conduct an IEP meeting to develop the IEP within 30 days of eligibility determination (or prior to the student's 3 <sup>rd</sup> birthday). <i>Review minimum of 10 transition IEPs for an IEP meeting date prior to the student's 3<sup>rd</sup> birthday. Need 100% compliance.</i>			
Prior written notice for is provided for eligibility. <i>Review minimum of 10 transition IEPs for date prior written notice for eligibility was provided. Need 100% compliance.</i>			
Parental consent for services is obtained. <i>Review minimum of 10 transition IEPs for date parental consent was obtained. Need 100% compliance.</i>			
IEP includes dates for initiation of special education and related services. <i>Review minimum of 10 transition IEPs for initiation date and date of parent signature. Need 100% compliance.</i>			