

Family Service Coordinators are responsible for scheduling the Transition Conference in collaboration with the family and all transition partners. At the Transition Conference, the family will meet with the Family Service Coordinator, a designated staff person from their school district, Head Start, child care, a parents' day out program, or other program representative in the family's community to ensure all transition partners have input for a successful Transition Conference.

If the family is considering a group program for their child, the Transition Conference may include a plan to visit the classrooms or program sites.

### Families may have questions about:

- Scheduling
- Program options
- Transportation needs
- Special diet needs
- Giving medication
- Other special needs such as wheel chair ramps/adaptive equipment



### Transition Conference with the School District Staff

Public schools have services for children who qualify called Preschool Special Education Programs. Once a child has been determined eligible, an IEP (Individualized Education Program) will be in place by child's third birthday. If families want to explore public

preschool special education services, they will participate in a Transition Conference with representatives from the school district, EI agency, and other transition partners.

### When does the Transition Conference Occur?

The Transition Conference occurs at least 90 days (3 months), but no more than 9 months before the child's third birthday. However, the transition process can begin earlier to allow plenty of time to plan for the transition. Every child exiting/leaving the FIT EI (Family Infant Toddler Early Intervention) program will have a Transition Conference. As with the IFSP meetings, families may invite anyone they want to the Transition Conference. They may want to bring someone who has worked with their child in another setting, a friend who is familiar with their child, or parent advocate for support.

The Family Service Coordinator will conduct the Transition Conference using words and terms the family can understand. To get the most from this conference, the Family Service Coordinator will ask if the family would like/need to have translation or interpreter services, including sign language.

### At the Transition Conference, the school district or EI staff will:

- Explain the steps in the transition process
- Explain eligibility requirements for program options

- Explain the evaluation procedures for determining eligibility for the program options
- Explain parental rights
- Explain the different types of information that may be needed from families during the transition process
- Answer family's questions and consider their concerns

### To help school district staff get to know a child, encourage families to:

- Share ideas for goals and objectives that are important to the family
- Describe their child's current activities and routines
- Share what their child's strengths are
- Share what their child's favorite toys and activities are
- Describe what they want for their child's future education
- Invite to the conference friends, relatives, or child care staff who may have useful information



### Other Options

Not all children will be eligible or need special education services at age three. If a child is not eligible for public preschool special education services, or the family doesn't want their child to go to school at age three, the Family Service Coordinator may help families explore and plan for other options. Planning for transition is just as important for children and families not pursuing services from the school district as it is for those who are transitioning to public preschool special education.

***All children will receive transition planning and a transition conference.***

***For additional transition information or resources, please talk with a FIT Family Service Coordinator.***

### Remember:

If a child is deaf or hard of hearing, contact The New Mexico School for the Deaf (NMSD). Consultation to families is available from NMSD for children over the age of 3 whether or not the family chooses transition to at home, private, or public programs. If a child is blind or visually impaired, contact The New Mexico School for the Blind and Visually Impaired (NMSBVI). It is critical to consult with NMSD and NMSBVI to discuss the transition process and transition options.

### For more information contact:

NMSD: 505-476-6402  
NMSBVI: 505-271-3066

New Mexico Early Childhood Transition Initiative  
<http://www.cdd.unm.edu/ecln/Transition>

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