
TRANSITION FROM BIRTH-TO-TWO TO THREE-YEAR-OLD (SED-P010)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure the Special Education Department follows to ensure the transition of birth-to-two children to three-year-old classification for special education services.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Early Childhood Coordinator for school district students, Family Resource Coordinator for students, Director of Special Education, Assistant Director of Special Education

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Individualized Education Program (IEP) - is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal guidelines (at least annually).
- 4.2 Family Resource Coordinator (FRC) – this individual is an employee of an outside agency responsible for coordinating/developing services for the family and students who qualify for birth to 3 services. The FRC works with the family team to develop an Individualized Family Services Plan.

5.0 PROCEDURE:

- 5.1 The FRC will contact the Early Childhood Coordinator to schedule a meeting with the incoming family.
 - 5.1.1 Early Childhood Coordinator schedules a meeting with the parents and current staff to review current needs and services of the child.
- 5.2 The meeting is held at a convenient time and place for all parties involved. At the meeting, the current staff working with the child and the parent share information regarding services and needs.
 - 5.2.1 The evaluation team explains the upcoming evaluation procedure and provides information regarding the school district preschool program.
 - 5.2.2 An evaluation is scheduled before the child's third birthday.
- 5.3 The evaluation is completed with the school district team and the parent. The evaluation follows the state and federal guidelines for children, three to six years of age.
- 5.4 Another meeting is scheduled to review the evaluation results.
 - 5.4.1 If the child does meet the eligibility criteria, an IEP is written with the parents, before the child's third birthday.
 - 5.4.2 If the child does not meet the eligibility criteria, the family is referred to appropriate community resources.

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5.5 The IEP must be completed, along with registration, immunization, health form, and transportation information, before services can begin.

6.0 ASSOCIATED DOCUMENTS:

6.1 IEP – Individualized Education Program

7.0 RECORD RETENTION TABLE:

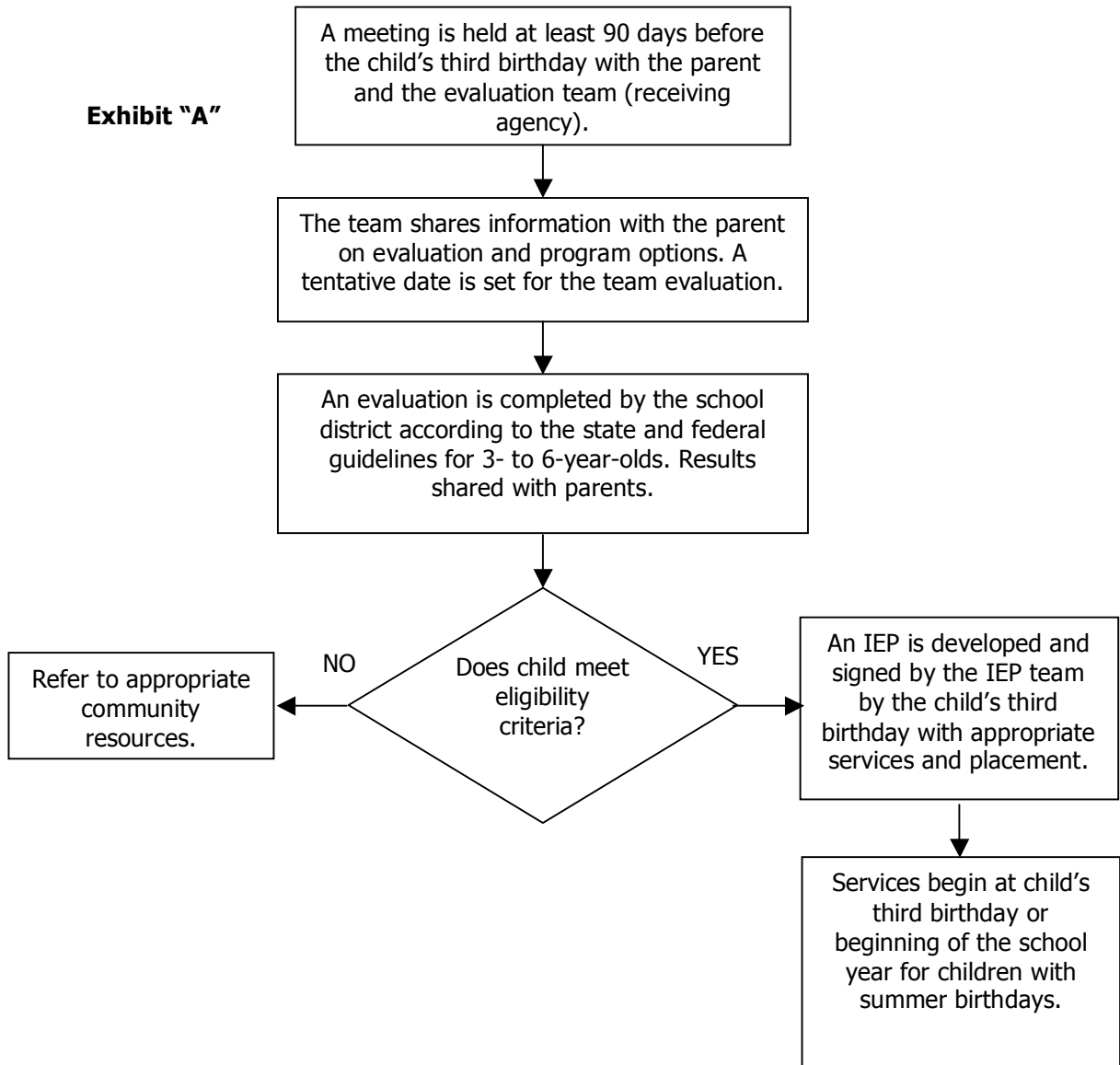
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File; Student's building site	According to state and federal guidelines, six years after services end	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
4-Feb-02	B	Updated protection information
16-Jan-03	C	Updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers
12-Sept-03	D	Updated records retention data, replacing seven years with six
09-Dec-03	E	Deleted references to summer birthdays: deleted 5.2.3 and end of 5.4.1
04-Nov-04	F	Changed "twenty-first birthday" to "services end" in retention table.
06-Nov-07	G	Clarified wording in 5.1, by adding "and" between "parent ___ current"
26-Sept-08	H	Edited 5.1.1 and added language to flow chart for beginning of services

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**** End of procedure ****