

POE Office Address
Phone:
Fax:

Notice of Transition

Date provided to the parent: _____

Child's Name: _____ DOB: _____ TOTS ID#: _____

First Steps, Kentucky's Early Intervention System, is authorized by federal law, the Individuals with Disabilities Education Act or IDEA. The IDEA has four parts- A, B, C and D. First Steps is "Part C" of IDEA. This is why you may sometimes hear the First Steps program called the "Part C" program. Part B is special education and related services.

In order to assure that children in Kentucky get the services they may need after they finish with First Steps at age three, IDEA requires that First Steps plan with families for that transition. The first part of that required transition process is for First Steps to inform the school system (Kentucky Department of Education (KDE)) of any children who may be eligible for service from the schools when they turn three. The Department of Education informs the local district (Local Education Agency (LEA)) where you live that your child will soon turn three and is potentially eligible for Part B services. The notification to the KDE and school occur when your child turns two. If your child enters First Steps after age two, the notification will occur in the next quarter after First Steps enrollment. Your consent to release this information is not required however; you have the right to not allow the release of the information described below.

If you do not want information released to KDE or the LEA, you must notify the Point of Entry (POE) by marking your choice, signing and returning this form to the POE no later than 30 days from the date of this notice. If you do not return this form signed to indicate that you do not want the information released, the information will be released to KDE and the LEA.

Section 1. Unless otherwise noted, the following information will be sent to the Kentucky Department of Education and the Local Education Agency on all First Steps children who are 30 months or older:

- Child's Name
- Child's Date of Birth
- Parent/Guardian Name
- Address
- Phone Number

_____ ***I do not give permission for the above information to be shared with the Kentucky Department of Education and the Local Education Agency.***

Section 2. Up to 9 months, but at least 90 days prior to your child's third birthday, your service coordinator will work with you to hold a transition conference as part of an IFSP meeting. The purpose of the transition conference is to allow you to explore the options for services in your community. You will be involved in planning the steps that need to be taken before your child enters the program selected. This is especially important if services will be provided through the school district or other public source. Your permission is needed, and it is very important to participate in the conference so you can make an informed choice.

- A. _____ ***I agree to the transition conference and want the local school system invited.***
 B. _____ ***I agree to the transition conference but do not want the local school system invited.***
 C. _____ ***I do not wish to participate in the transition process (Opt-Out).***

Parent/Guardian Signature: _____ Date: _____

