



Alabama State Department of Education
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quick tips...

Essential information and/or interesting facts from the Alabama State Department of Education (ALSDE), Special Education Service (SES) Section.

for Preschool

INDICATOR 12: EARLY CHILDHOOD TRANSITION

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Percent of children referred by Part C (0-3 years) prior to age 3, who are found eligible for Part B (3-21 years), and who have an IEP developed and implemented by their third birthdays.

The target set by the Office of Special Education Programs (OSEP) for Alabama is 100%.

Indicator 12: Checks and Balances

- The special education coordinator plus one designee should receive and distribute the *Early Intervention Notification to Local Education Agency* letters received via email from Early Intervention (EI) service coordinators.
- Each month, SES sends securely to each local education agency (LEA) a list of children who have been referred by EI to the LEA.
- Compare this list as soon as possible after receipt to the actual *Early Intervention Notification to Local Education Agency* letters the LEA has received.
- Notify SES if a letter of notification was not received for any child for whom EI reported a letter was sent to the LEA. Do not send this list to the EI service coordinator, as this is a breach of confidentiality for the children and their families.
- The SES contact will request that EI resend the letter of notification to the LEA for children for whom notifications were not received.

Quick Tips for EI to Preschool Tracking Log Accuracy

- Review the EI to Preschool tracking log in PowerSchool Special Programs under Reporting > Standards Reports > State Report - EI to Preschool Tracking Log to ensure all data is entered correctly and all fields are completed correctly.
- Review information entered in the PowerSchool Student Profile > Demographics > Preschool page to be sure data are accurate. Only data for children transitioning from EI are entered in the EI to Preschool tab. Data on the tracking log is pulled from this tab.
- Children for whom the LEA received the *Early Intervention Notification to Local Education Agency* letter **and** who are being referred for eligibility determination must be accounted for on the EI to Preschool Tracking Log during the reporting period during which the child turns three. Reporting periods run from July 1st to June 30th annually.
- Children for whom the LEA received the *Early Intervention Notification to Local Education Agency* letter, and who are **not** being referred for eligibility determination must be accounted for on a Word document with the child's name, date of birth, and the reason why the child is not transitioning to the LEA at this time.
- Check the PowerSchool Student Profile > Demographics > Preschool page to ensure that all EI to preschool transition information has auto-populated.



“t”ransition Procedures

- **Children eligible for EI services 27 months to 90 days prior to the child’s third birthday:**
 - The EI service coordinator (sends the *Early Intervention Notification to Local Education Agency* letter.
 - LEA confirms receipt of the notification from EI by e-mail read receipt.
 - The EI service coordinator schedules the transition meeting. Parents, EI service coordinator, and LEA must attend.
 - The LEA completes a paper copy of the *Early Intervention to Preschool Transition Planning Documentation*.
 - The LEA must determine eligibility and develop/implement the Individualized Education Program (IEP) by the child’s third birthday.
 - The LEA may use any evaluations conducted by EI to aid in determining eligibility if they meet *Alabama Administrative Code* criteria.
- **Children eligible for EI services 45 to 89 days prior to the child’s third birthday:**
 - The EI service coordinator sends the *Early Intervention Notification to Local Education Agency* letter.
 - The notification contains parent contact information.
 - No transition meeting is required.
 - The LEA is required to contact the parent, evaluate if determined necessary, determine eligibility, and develop/implement an IEP by the child’s third birthday. (This is not considered a parent referral).
 - The LEA may use any evaluations conducted by EI to aid in determining eligibility if they meet *Alabama Administrative Code* criteria.
- **Children eligible for EI services 44 or less days prior to the child’s birthday:**
 - The EI service coordinator is not required to send the *Early Intervention Notification to Local Education Agency* letter.
 - The EI service coordinator will provide the parent with the LEA's contact information.
 - If/when the parent contacts the LEA, it will be considered a parent referral. Follow Process Chart 1 in Mastering the Maze.
 - The child's information is not entered in the PowerSchool Student Profile > Demographics > Preschool page.
 - The child's name does not appear on the EI to Preschool Tracking Log.
 - The LEA is not required to complete eligibility and develop/implement an IEP by the child’s third birthday but must adhere to all timelines indicated in Process Chart 1 in Mastering the Maze.
- The EI to Preschool referral process **DOES NOT STOP** during summer months or during holidays. The LEA must make arrangements with personnel to complete the transition process for any transition notification letters received during the summer/holidays, and for any EI referrals for children whose third birthdays occur during the summer/holidays.
- For eligible children transitioning from EI, the IEP must be developed and implemented by the child’s third birthday (the next day of school if the IEP meeting is later in the day or is followed by a weekend or holiday). If services are not implemented by the child’s third birthday, a justification, and the date the IEP will be implemented must be documented in the IEP Student Profile.
- Monitor timeline and dates of third birthdays so that eligibilities and IEPs are developed and implemented according to mandated timelines. The 60-day timeline to complete evaluations applies. Eligibility must be completed within 30 days of completion of the last evaluation. The IEPs must be developed within 30 days of eligibility determination. Best practice is to hold the eligibility and IEP meetings as close as possible to the third birthday to ensure developmentally appropriate IEPs and implementation of the IEP by the third birthday.
- Enter/monitor correct codes for reasons: 1) why a child did not have an eligibility and/or IEP meeting; and 2) why a child had eligibility and/or IEP meetings after his/her third birthday. Enter the range of days past the third birthday if eligibility and IEPs are completed after the third birthday.
- Children transitioning from EI may not be screened. The EI referrals must proceed to the special education referral process.