



4.9 Transition Planning Form **Instruction Sheet**



PURPOSE STATEMENT:

The purpose of this form is to document that transition planning occurred no later than 6 months prior to a child's third birthday.

TIMELINE:

As early as 2 years and 4 months, but NO LATER THAN 2 years and 6 months

STAFF RESPONSIBLE:

Early Head Start (EHS) Home Visitor, EHS Teacher, EHS Associate Teacher, Site Supervisor

INSTRUCTIONS

- Complete the top portion of the form with the child's name, age in years and months, and the date of the transition meeting. Mark 'yes' or 'no' indicating whether or not the father/father figure participated.
- Check off the type of transition being discussed (EHS to Head Start (HS), or EHS to other). Indicate which HS program option (Center-Based or Home-Based) or other child development program the parent/guardian has selected. If the family is transitioning into a community-based option (For example, private preschool, non-NHA FCC, CDA program) list the program.
- Question 1 and 2: Based on anecdotal notes and the child's most recent developmental assessment report, list the child's strengths, what areas of development they fall in, and the goals they are currently working on. Share examples of achievements with the parent/guardian.
- Question 3: Review whether the child's health screenings and immunizations are up to date. If they are not, list what items need follow-up.
- Question 4: Ask the family if any resources or referrals are needed. If a referral is given, enter it in PROMIS.



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- Question 5: If the child has an IFSP, provide the family with a copy of the “Special Education Services for Preschoolers” booklet. If the family does not have an IFSP, mark “N/A.” Indicate whether the family’s IFSP Service Coordinator has scheduled their Transition Conference. If not, assist the parent/guardian with contacting their Service Coordinator to determine the date of the meeting.
- Question 6: If the family is not applying for HS preschool services, mark the appropriate box. If they are planning to apply for HS, provide the family with a copy of the “Transition and Eligibility Letter” that explains the licensing requirements and application process for HS. EHS children are eligible to submit a HS application as early as 2.9 years of age. List this date on the line provided.
- Question 7: If transferring to HS, list two HS sites that the parent would like more information about. Explain that the parent/guardian will also be contacted regarding other available openings, and that enrollment in HS is not guaranteed and is based upon need. EHS staff will notify the preferred HS sites that they have a currently enrolled EHS family that is interested in transferring after the child turns three. (For more details, refer to SOPs EHS ED: TRANSITION PLANNING and ERSEA: EHS to HS Transition Planning)
- Prior to the end of the meeting, remind the parent/guardian again about transitioning their child out of the EHS program as close to their 3rd birthday as possible. Provide the family with the “Alternative Child Care Options” list so they can look into other preschool programs.
- Parent/guardian and staff print and sign their names, and staff document his/her title. Staff enters the transition plan as a service in PROMIS under the Family Development tab, and files the completed form in the Child File under Section 4: Education.