**Referrals from Part C (Early Intervention) to Part B (Early Childhood Special Education) Process**

1. **Transition Conference: A transition conference is held for all children transitioning from Part C.**
   * Occurs 90 calendar days to nine months prior to anticipated transition to next program.
   * Representatives from Part B must attend and are to provide an overview of programs and services and the eligibility process.
   * Meeting must meet criteria of an Individualized Family Service Plan (IFSP) meeting.
2. **Referral: A child suspected of having a disability is referred to the school division special education director or designee.**

* 1. **Referral for a child anticipated to start at the beginning of the upcoming school year (the child is age eligible and will be two years old by September 30) must be made to the school division by April 1.**
  2. **Referral for a child turning three years old (child will transition by his or her third birthday) occurs 90 calendar days to nine months prior to child’s third birthday. The referral should allow 65 business days plus 30 calendar days before the child’s third birthday.**
  3. **A timely referral allows adequate time for division personnel to plan for incoming children. If the child is found eligible, no lapse in services between programs should occur.**
  + The special education director or designee reviews the referral upon receipt.
  + The school division is to let the local Infant & Toddler Connection know the designee to receive the referral.
  + Receipt of the referral starts the 65 day eligibility timeline.

1. **Evaluation Determination: A determination is made regarding whether an evaluation for determining Part B eligibility should be completed or if an alternate action may be appropriate.** 
   1. **Upon initial review of the referral, if there is enough information to complete an evaluation for determining Part B eligibility:**
   * Part C evaluation and services information may be used as initial evaluation.
   * Evaluation is to be completed within the 65 day timeline.
   1. **If additional information is needed to determine if an evaluation should be completed**:
   * The referral is sent to the school-based team.
   * Evaluation is to be completed within the 65 day timeline.
   * An alternate action may be decided with parental agreement and documentation (e.g., screening, close monitoring, no evaluation at this time) and the process (65 day timeline) is stopped.
2. **Eligibility Committee Meeting: Eligibility is determined within the 65 day timeline from the date of receipt of referral.** 
   * Educational needs of the child shall be determined by a team of qualified professionals and the parent of the child.
   * School divisions may accept/consider up-to-date information from Part C programs for eligibility (review of existing data).
   * Part C representation is encouraged. At parental request, Part C representative(s) is invited to eligibility meetings to present evaluation information.
3. **Eligibility Determination: The child’s eligibility or non-eligibility is determined.**
   1. **If child is found eligible for special education:**
   * The IEP team has 30 calendar days to develop an IEP.
   * Part C representation is encouraged at the IEP meeting. At parental request, Part C is invited to contribute performance information based on Part C services.
   * Implementation date is an IEP team decision. The IEP is to be implemented as soon as possible and within a reasonable amount of time.
   1. **If child is not eligible for special education:**
   * The family, with Part C, may decide (prior to age three) on other possible community services.
   * The eligibility team may provide information about other resources available in the community.

The referral process presumes parental consent for timely referral from the Infant and Toddler Connection (I&TC) to the local school division. If parents choose to refer their child at a later date, the local division has 65 days from the time of receipt of referral by the special education director or designee to complete the evaluation and eligibility process. If the child is determined eligible, the school division has 30 calendar days to develop the IEP.