

# TRANSITIONING FROM PART C TO PART B

**Alabama State Department of Education/Special Education Services  
Presenters:**

Stephanie Bear & Kathy Wilkins

**Alabama's Early Intervention System Presenters:**

Tabitha Perry, Amy Fisher, & Katrina Lipscomb

# ABOUT YOUR PRESENTERS

# OBJECTIVES:

1

Participants will learn how to prepare the parent(s) for the transition process.

2

Participants will learn the importance of relationships and communication with the Local Education Agencies (LEAs).

3

Participants will learn the Early Intervention Service Coordinator's (EISC) role at the 33rd-month meeting.

4

Participants will learn strategies for collaborating with families, EI providers, and LEAs to support a smooth transition.

5

Participants will review timelines and next steps.



**SAME TERMS....  
DIFFERENT  
MEANINGS!!!**

<b>Early Intervention(EI)</b>	<b>Preschool</b>
The transition meeting is the 27 <sup>th</sup> month meeting or upon initial.	Not applicable.
Referral: used for entry into EI program.	Referral: can occur at the transition meeting or after
33 <sup>rd</sup> month meeting: meeting held prior to child turning 33 months. Meeting held with LEA, EISC, and parent/caregiver.	Part B calls this the transition meeting. Three people must be present: the LEA representative, EISC, and parent/guardian.
Referral meeting: LEA meeting (EI is not required to attend unless invited by the parent).	Referral meeting: five people must be present (LEA representative, special education teacher, general education teacher, parent, and interpreter for assessment results).



## **When is the Transition Plan developed?**

The Transition Plan (part of the Individualized Family Service Plan-IFSP) must be written in the parents' presence at 27 months §303.209.

When a child enters EI after 27 months, the Transition Plan must be written at the Initial IFSP Meeting.



**TRANSITION  
(100%)  
EXPECTATION)**

- A. Develop an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday;
- B. Notify (consistent with any opt-out policy adopted by the State) the State Educational Agency (SEA) and the Local Educational Agency (LEA) where the toddler resides at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services; and
- C. Conduct the transition conference held with the approval of the family at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.

(20 U.S.C. 1416(a)(3)(B) and 1442)

## THE TRANSITION PLAN IS DEVELOPED AT 27 MONTHS BECAUSE...

- ❑ 9 months gives the family time to consider their options, make decisions, and adjust to the idea of transition.
- ❑ 9 months allows EI, the LEA, and other community programs plenty of time to answer all questions the parent may have about their child's future.

\*Transition planning is not optional. It is a must!





## THE PURPOSE OF TRANSITION IS TO...

- Prepare the family and the child to exit from Part C to Part B or to other placement options.
- Equip and prepare the family for what lies ahead.
- Assure the family is informed and prepared for upcoming changes.
- Assure services are continued without interruptions.

# HOW DO YOU PREPARE PARENTS FOR TRANSITION?

10/22/2025



Notification must be sent to the zoned LEA based on the family's physical address.



Contact the LEAs Transportation Department.



Use the school locator found on the LEA's website.



Before sending the notification, call the Special Education Department to confirm address is in their zone.



[Home | Find My School](#)

## NOTIFYING THE APPROPRIATE LEA

# SIMILARITIES AND DIFFERENCES

## Part C

- **Part C services are voluntary.**
- **Services are provided from birth to the day before the child turns 3.**
- **Part C requires an Individualized Family Service Plan (IFSP).**
- **IFSPs are reviewed at least every 6 months.**
- **Family participation is required.**
- **The EISC is responsible for coordinating all EI services listed on the IFSP.**

## Part B

- **Part B services are mandated for eligible students & ensure all required services are offered by the LEA.**
- **Services are provided for eligible students ages 3 to 21.**
- **Part B requires an Individualized Education Program (IEP) for children who qualify.**
- **IEPs are reviewed annually.**
- **Parents/guardians must be part of the IEP team.**
- **Under Part B, the designated case manager is responsible for informing service providers of the responsibilities listed on the IEP.**

# SIMILARITIES AND DIFFERENCES IN ELIGIBILITY CRITERIA

- Part C eligibility requires either:
  - A 25 % delay in one development domain on two different evaluation tools.
  - The use of Informed Clinical Opinion (only once for 6 months).
  - A qualifying diagnosis and one five-part evaluation.
- Part B eligibility criteria requires:
  - There are 13 disability areas.
  - Eligibility criteria for each of these areas are mandated by the Alabama Administrative Code.



# OTHER RESOURCES TO DISCUSS WITH FAMILIES

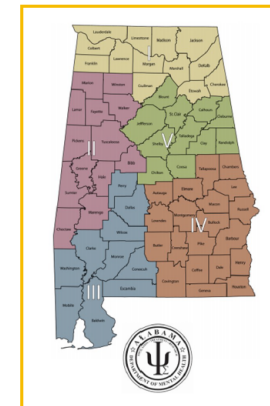


## WHO WE SERVE:

Alabama's RAN serves those who have questions, concerns, or resource needs regarding themselves, a family member, friend, client, patient, or a student with diagnosed or suspected Autism Spectrum Disorder (ASD).

## WHAT WE DO:

- Professional training programs
- Technical assistance and consultation services
- Individual and direct family assistance in the home, community, and school
- Public education programs



## WHO WE ARE:

Alabama's RAN is staffed by experts in the field of Autism Spectrum Disorder. Each RAN strives to connect people with ASD, their families, educators, and service providers to the information and/or services that best meet their needs.

## CONTACT US:

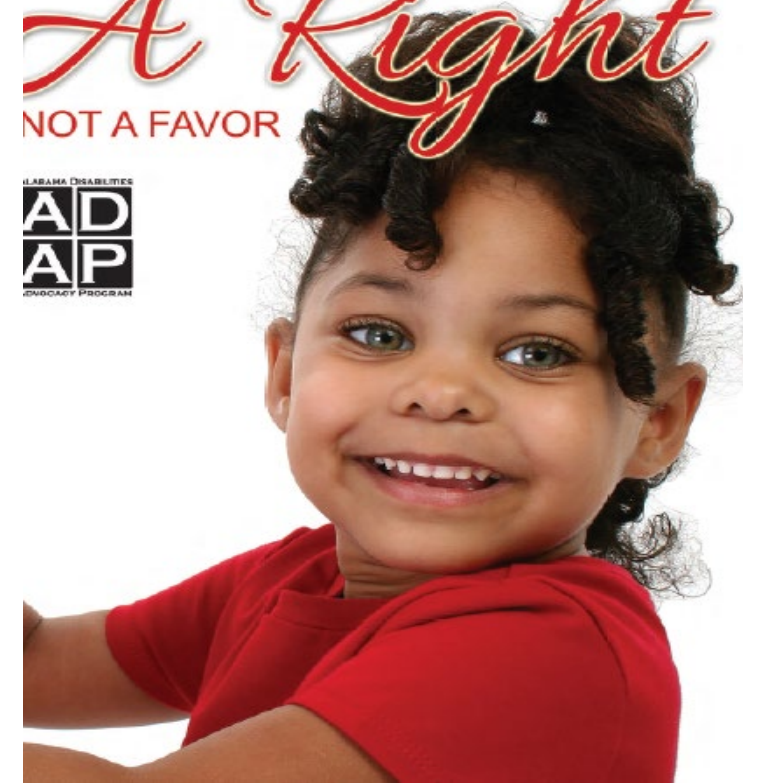
- |  |  |
|--|--|
| Region I—University of Alabama in Huntsville | 256-824-5700<br><a href="mailto:uahran@uah.edu">uahran@uah.edu</a>                                 |
| Region II—University of Alabama              | 205-348-3131<br><a href="mailto:ua-ran@ua.edu">ua-ran@ua.edu</a>                                   |
| Region III—University of South Alabama       | 251-410-4533<br><a href="mailto:usaran@health.southalabama.edu">usaran@health.southalabama.edu</a> |
| Region IV—Auburn University                  | 334-844-2004<br><a href="mailto:auran@auburn.edu">auran@auburn.edu</a>                             |
| Region V—University of Alabama at Birmingham | 205-934-1112<br><a href="mailto:usbiran@uab.edu">usbiran@uab.edu</a>                               |

## OTHER RESOURCES TO DISCUSS WITH FAMILIES

Connecting families to Alabama Disabilities Advocacy Program (ADAP) gives them an opportunity to be fully informed regarding their rights and the rights of their child as they transition into the education system.

SPECIAL EDUCATION IN ALABAMA

*A Right*  
NOT A FAVOR





## OPTING-OUT OF NOTIFICATION TO PART B

- When the parent chooses to transition to private services, remain at home, or any agency other than Part B, the parent must sign an Opt-Out form §303.209.
- The parent has 10 days to sign the Opt-Out form.
- If the parent does not sign the Opt-Out form within 10 days, the EISC must send the EI Notification letter to the LEA to request a meeting (Transition Planning Meeting).

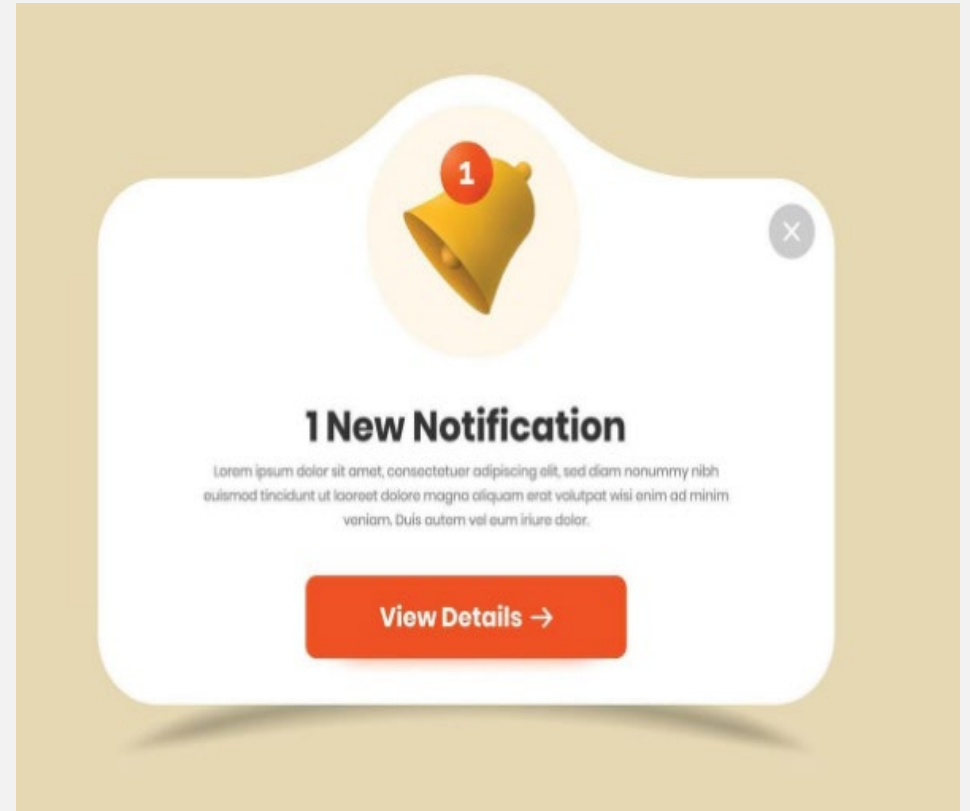


**IMPORTANCE OF RELATIONSHIPS AND  
COMMUNICATION WITH THE LEA.**

## NOTIFYING PART B

The EISC will send the “EI Notification” to the **appropriate** LEA within 14 days after the transition meeting (27-month) with the family to request that the Transition Planning Meeting be scheduled to discuss Part B services with the family and LEA.

Email is the official method EISCs use to notify the LEA of a potentially eligible child for Part B services §303.209.



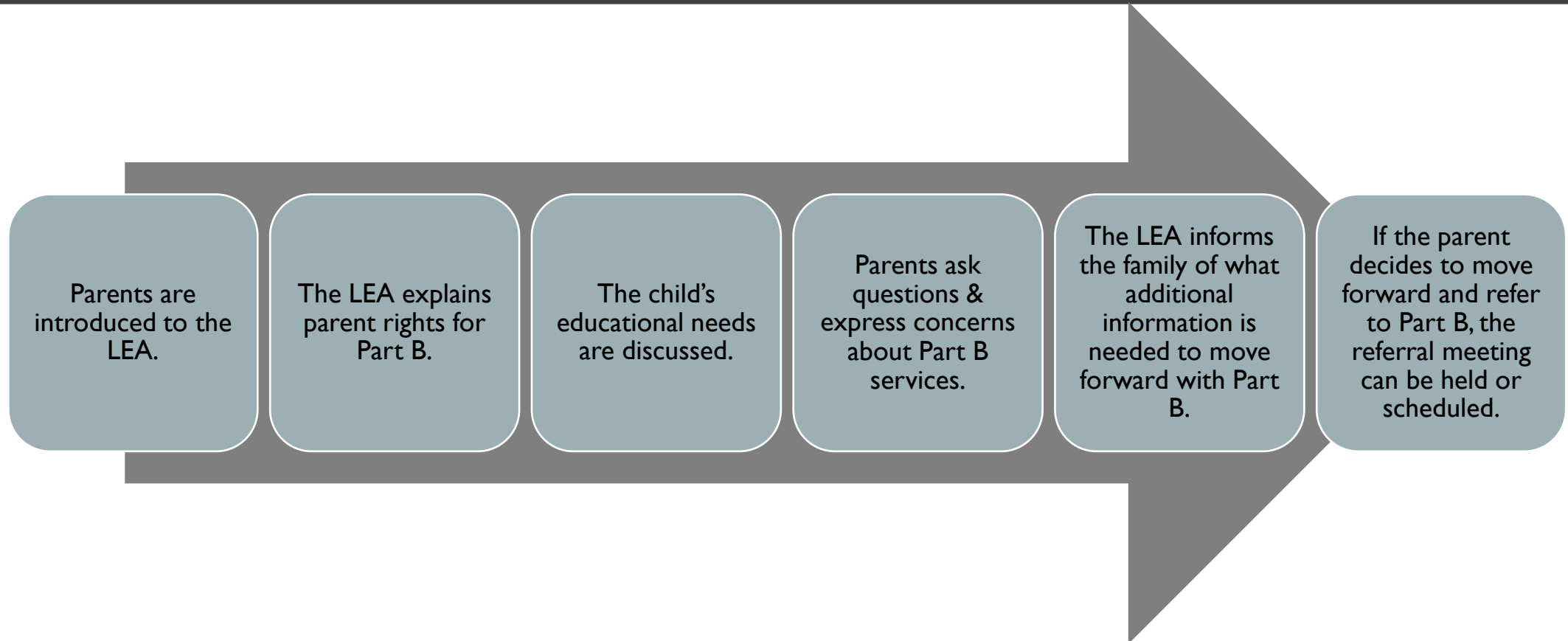
# SCHEDULING THE 33<sup>RD</sup>-MONTH MEETING

- After the LEA receives the “EI Notification Letter,” she/he should contact the EI/SC to schedule the Transition Planning Meeting (aka 33-Month Meeting).
- The Transition Planning Meeting (33-Month Meeting) is convened prior to 33 months (no fewer than 90 days) §303.211.
- It is the EI/SC’s responsibility to follow up with the LEA if they do not respond to the notification letter within two weeks.

**THIS IS A  
PART-C  
MEETING.**

**WHAT IS THE LEA'S ROLE AT THE 33RD-  
MONTH MEETING?**

# WHAT OCCURS AT THE TRANSITION PLANNING MEETING (33 MONTH MEETING).



**HOW TO USE  
THE EI TO PRESCHOOL  
PLANNING MEETING  
DOCUMENTATION FORM.**

**EARLY INTERVENTION (EI) TO PRESCHOOL  
TRANSITION PLANNING MEETING DOCUMENTATION**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Date letter of notification from EI received: \_\_\_\_\_ Receiving LEA: \_\_\_\_\_

Check the box below that corresponds with the information received on the Early Intervention Notification letter.

- The child was determined eligible by EI less than 90 days before the third birthday. No transition meeting is required.  
 No transition meeting will be scheduled.  
 A transition meeting will be scheduled.

- The child was determined eligible by EI more than 90 days before the third birthday. EI will convene a Transition Planning Meeting with the LEA representative and the parent(s) of the child.

Services the child received through the EI Program:

\_\_\_\_\_

Where were services provided? (Home/Daycare/Clinic/Other) \_\_\_\_\_

Does the child attend: Daycare  Mother's Day Out  Nursery School  Other

Days/Times the child attends: \_\_\_\_\_

Name/Address of Program: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Medication Taken: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Strengths of the child: \_\_\_\_\_

Needs of the child: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Current Evaluations	Examiner	Agency	Date

POSITION	PARTICIPANTS	DATE
Parent		
Parent		
EI Service Provider		
LEA Representative		

- I GIVE PERMISSION for my child to be referred to the LEA.  
 I DO NOT GIVE PERMISSION for my child to be referred to the LEA.  
 Parent(s) agreed or requested to have the referral meeting today.

Signature of Parent \_\_\_\_\_

Date of Signature \_\_\_\_\_

# EARLY INTERVENTION TO PRESCHOOL TRANSITION PLANNING MEETING DOCUMENTATION

Attend the Transition Meeting and complete the paper copy of the Early Intervention Transition Planning Meeting Documentation form. This form must be used to document the transition meeting.

*As a reminder:*

Ensure that the parent, EISC, and the LEA representative are present at the meeting.

## Reschedule if Necessary

If any of the required attendees are not present, reschedule the transition meeting to ensure full participation and compliance.

After the Referral Meeting, the Early Intervention Transition Planning Meeting Documentation form will need to be made **live** in PowerSchool Special Programs (PSSP).

# **HOW TO FACILITATE SMOOTH TRANSITIONS AND AVOID COMMON MISTAKES**

Entry to AEIS (initial IFSP date): \_\_\_\_\_

Parent: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ County: \_\_\_\_\_

Dear \_\_\_\_\_,

I am notifying your LEA that the above-mentioned child was ELIGIBLE (eligibility date : \_\_\_\_\_) for EI less than 90 days prior to his/her third birthday. No transition meeting will be scheduled.

I am extending an invitation to you or a designated LEA representative to attend a Transition Planning Meeting.

Based on the family's current residency and their understanding of the school districts for their neighborhood, they have asked me to notify you of their child's impending third birthday and their wish to have an evaluation to determine eligibility for services under Part B. While assisting this family in developing a Transition Plan, I have provided information about the transition process and community placement options available to the child at age three, including information about your Local Education Agency (LEA) as an important option.

The purpose of the Transition Planning Meeting is to introduce you to the parents, provide them an opportunity to ask questions about the LEA and discuss the referral process and eligibility guidelines. Based on federal requirements, we should agree to convene a Transition Planning Meeting prior to the child turning 33 months or as soon as possible based on the IFSP date. For purposes of the Transition Planning Meeting it is necessary that only one LEA representative be present. Of course, if it is convenient for your IEP Team to combine this meeting with the LEA Referral Meeting, we will be happy to accommodate based on the convenience for the family, but please allow additional time. Convenient times for this family to meet are: \_\_\_\_\_.

Please acknowledge receipt of this notification by e-mail within two weeks.

Service Coordinator: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



Sincerely,  
\_\_\_\_\_  
Service Coordinator  
EI Program Address

# EARLY INTERVENTION NOTIFICATION LETTER

WHO DO LEA  
NOTIFICATIONS GO TO?

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Name of LEA	Coordintor/Director Name	Coordinator/Director Pho	Coordinator/Director Em	Preschool Contact Name	Preschool Contact Email	Preschool Contact Phone	As of August 1, 2022, nu	As of Aug
2	8/3/2022 20:13:24	ACCEL Academy	Rachel Davis	251-301-0050	rdavis@accelacademymc	n/a	n/a	n/a	0-5 years	0-5 years
3	8/5/2022 11:17:28	...	Kimberly Baker	256-761-3363	Baker Kimberly@aidb.org	Kimberly Baker	Baker Kimberly@aidb.org	256-761-3363	0-5 years	0-5 years
4	8/4/2022 15:46:56	Abasi...	Lisa Radcliff	205-663-8473	lisa.radcliff@acsboe.org	Lisa Radcliff	Lisa.Radcliff@acsboe.org	205-663-8473	0-5 years	0-5 years
5	8/3/2022 14:48:37	...	...	256-931-1833	twi...@ertk...org	Tara Wilson	twi...@ertk...org	256-931-1833	0-5 years	0-5 years
6	8/3/2022 12:23:27	Alexander C...	Windy E...	256-234-4720	wired@ak12.net	Ally...	alilly@ak12.net	256-234-4720	0-5 years	0-5 years
7	8/3/2022 14:48:30	Andalusia C...	Linda...	334-343-4555	cro...@andalusia.k12.al	Alexa...	cro...@andalusia.k12.al	334-343-4555	0-5 years	0-5 years
8	8/4/2022 14:54:13	Anniston City	Edward Cox	256-231-5000	coxe@anniston.k12.al.us	Breanna Elston	elstonb@anniston.k12.al.us	256-231-5000	0-5 years	0-5 years
9	8/3/2022 14:02:29	Arab City Schools	Patrick Crowder	256-931-9239	pcrowder@arabcityschoc	Patrick Crowder	pcrowder@arabcityschoc	256-931-9239	> 10 years	> 10 years
10	8/3/2022 12:32:54	...	Jessica Lynn	256-771-7136	jessica.lynn@acs-k12.org	Jessica L...	jessica.lynn@acs-k12.org	256-771-7136	6-10 years	no other
11	8/3/2022 18:37:27	Attalla C... Schools	Dr. Stephen Hall	256-538-8051	Shall@attalla.k12.al.us	Melissa Molock	Mmolock@attalla.k12.al.us	256-538-7266	0-5 years	0-5 years
12	8/3/2022 11:22:50	...	...	334-367-1114	ish...@bur...schools	Shirley Higgins	shirley.higgins@bur...schools	334-367-1114	0-5 years	0-5 years
13	8/10/2022 12:38:14	Chauga County Scho	Kimberly S...	334-316-3333 ext. 1300	kimberly.streeter@ccboe.r	Kimberly S...	kimberly.streeter@ccboe.r	334-316-3333 ext. 1300	0-5 years	6-10 years
14	8/11/2022 16:03:32	...	...	256-972-6360	dfre...@boe.g	Rachelle Harrison	mharrison@bctboe.org	256-972-6360	0-5 years	0-5 years
15	8/11/2021 10:19:40	Barbour County	Karen Courson	334-775-3453 ext 1013	karen.courson@barbourc	Karen Courson	karen.courson@barbourc	334-775-3453 ext 1013	0-5 years	0-5 years
16	8/3/2022 13:58:45	Bessemer City Schools	Dr. Renee Holley	205-432-3002	rholley@bessk12.org	Ms. Brandy Johnson	bjohnson@bessk12.org	205-432-3003	0-5 years	0-5 years
17	8/3/2022 12:30:50	Bibb County	Jennifer S. Downs	205-926-9881 ext. 6022	downsj@bibbed.org	Blair Caffee Suttle	caffeea@bibbed.org	205-926-9881 Ext. 6035	0-5 years	0-5 years
18	8/18/2022 8:42:47	Birmingham City Schools	Pamela Wimbish	205-231-4730	pwimbish@bhm.k12.al.us	Christie M...	cmoore3@bhm.k12.al.us	205-231-9976	0-5 years	0-5 years
19	8/4/2022 9:39:32	Blount County	Bitsy B Fendley	205-775-1950	bbfendley@blountboe.net	Kay Hollingsworth	khollingsworth@blountboe.net	205-775-1950	0-5 years	0-5 years
20	8/8/2022 15:43:15	...	Michelle Gray	256-931-7311	mgray@ak12.org	Michelle Gray	mgray@ak12.org	256-931-7311	0-5 years	0-5 years
21	8/3/2022 12:44:15	Newton City	...	256-276-4611	cc...@newtoncityscho	Kay Kennedy	Kken...@newtoncityscho	(205) 551-8111	0-5 years	6-10 years
22	8/3/2022 17:34:26	Willock County Schools	LaDanna B...	1-334-475-7070	ladanna@willockbullock	Eunice Staff...	el...@willockbullock	334-475-7070	0-5 years	0-5 years
23	8/3/2022 12:59:28	Butler County Schools	Shawaungela Bolden De	334-382-2665 Ext 1608	shawaungela.deboach@b	Ashley Bush	ashley.bush@butlerco.k12	334-382-2665 Ext 1603	0-5 years	0-5 years
24	8/3/2022 15:29:04	Calhoun County Schools	Angela Bonds	256-741-7433	abonds@ccboe.us	Melody Bennett	mbennett@ccboe.us	256-741-7430	0-5 years	0-5 years
25	8/3/2022 13:42:30	Chambers County Schoo	Sandy Teel	334-864-9343 ext 10232	teelsl@chambersk12.org	Kaitlin Powell	powellks@chambersk12.org	334-864-9343	0-5 years	0-5 years
26	8/4/2022 15:18:02	Cherokee County	Tara Blanchard	256-927-8049	tblanchard@cherokee.k12	Tara Blanchard	tblanchard@cherokee.k12	256-927-8049	6-10 years	0-5 years
27	8/10/2022 13:08:16	Chickasaw County	...	256-938-8383	ss...@chickasawschoo	Katie Threadgill	kthreadgill@chickasawschoo	256-938-8383	0-5 years	6-10 years
28	8/3/2022 12:44:53	Chilton	...	256-280-1900	ccoppe...@chiltonboe	Freddie Ousley	rousley@chiltonboe.com	205-280-1900	0-5 years	0-5 years
29	8/10/2022 14:40:41	Choctaw County BO	Jasmine Hendri...	256-459-1033	jhendri...@choctaw.k12.al.us	Jasmine Hendri...	jhendri...@choctaw.k12.al.us	256-459-1033	0-5 years	0-5 years
30	8/4/2022 15:32:31	Clarke County	Anaie Jordan	251-250-2155	ajordan@clarkecountvscl	Anaie Jordan	ajordan@clarkecountvscl	251-250-2155	0-10 years	0-5 years

Preschool Contacts  
Preschool Contacts  
Preschool Contacts  
Preschool Contacts

# Indicator 12 Contacts:

## Regions:

1, 2, 3, 5, 6, 7

Jan Enstrom

[jane@ALSDE.edu](mailto:jane@ALSDE.edu)

(205)907-8030

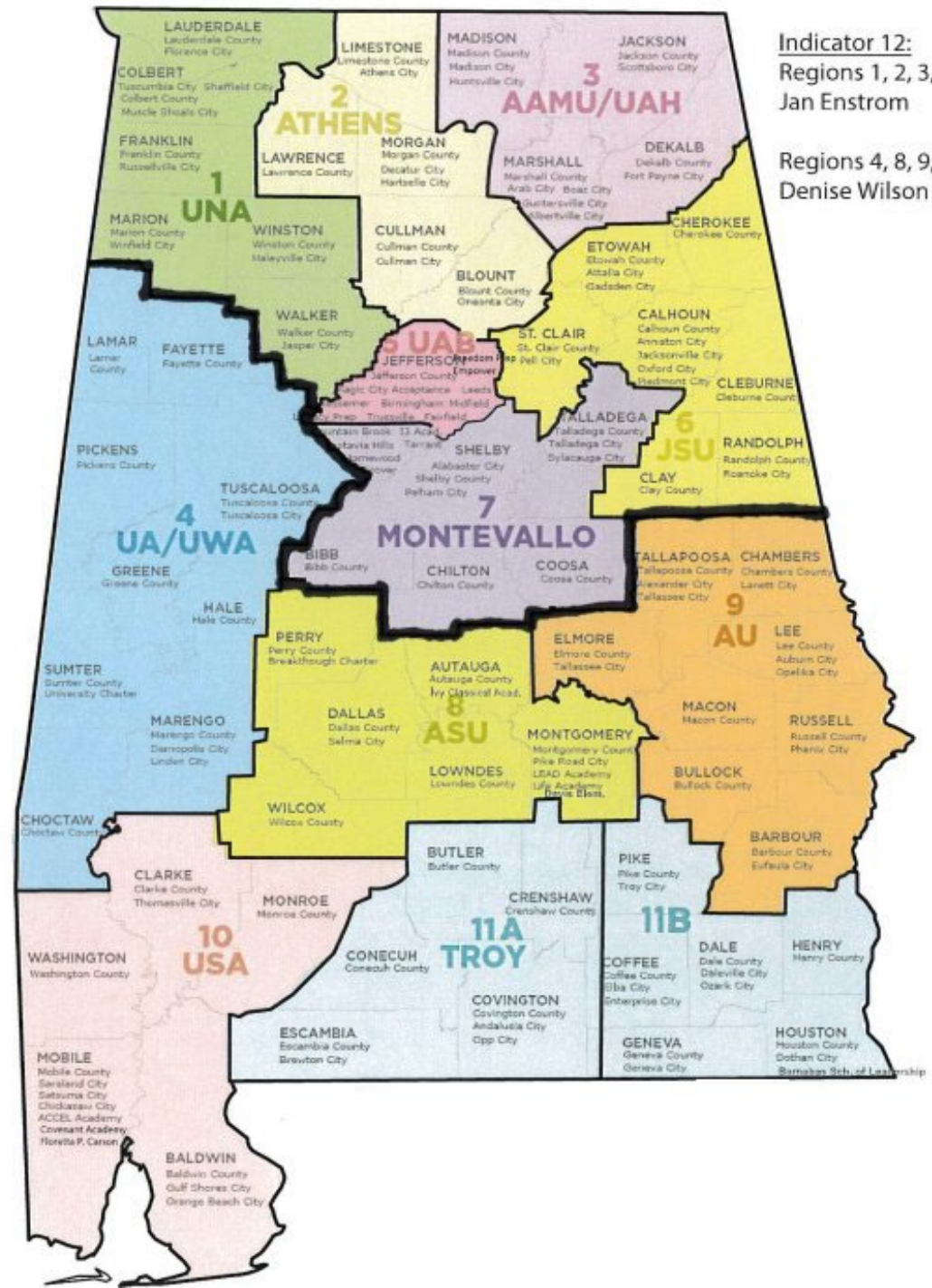
## Regions:

4, 8, 9, 10, 11A, 11B

Denise Wilson

[denise.wilson@ALSDE.edu](mailto:denise.wilson@ALSDE.edu)

(334)694-4782



Indicator 12:  
Regions 1, 2, 3, 5, 6, 7  
Jan Enstrom

Regions 4, 8, 9, 10, 11A, 11B  
Denise Wilson

# REGULATORY REQUIREMENT: INVITATION OF PART C COORDINATOR

- OSEP Response to Nix, March 17, 2023, Under 34 C.F.R. § 300.321(f):  
<https://sites.ed.gov/idea/files/OSEP-Response-to-Nix-03-17-2023.pdf>
- **If requested by the parent**, the EISC or another Part C representative may be invited to the initial IEP Team meeting.
  - Purpose: To assist with the smooth transition of services from Part C to Part B.
- Documentation Requirements:
  - Record how the LEA invited the Part C service coordinator.
  - Include the date the invitation was sent.
  - Attach a copy of the invitation or notes from a phone call extending the invitation.

# COMMON ISSUES:

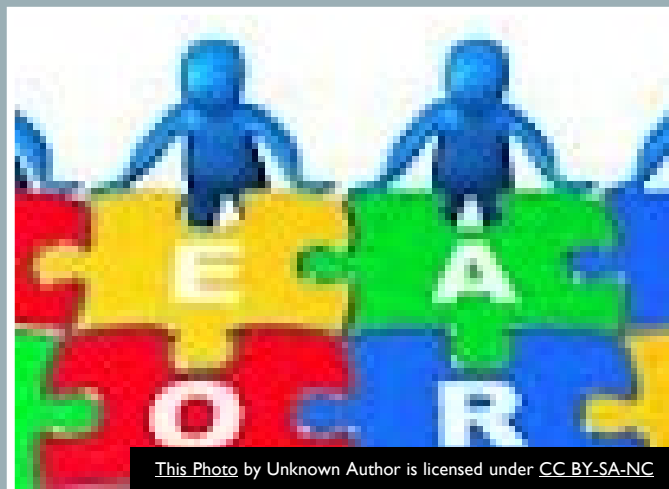
- What do I do if the LEA wants me to send the EI/LEA Notification to someone who is not on the Preschool Contact?
- Who is required to attend the 33<sup>rd</sup> month meeting?
- Do I need to get the social security number before the 33<sup>rd</sup>-month meeting?
- Do I need to prove residency before the 33<sup>rd</sup>-month meeting?
- Who is responsible for providing families with residency packets?



# COMMON ISSUES:

- What happens if the LEA states they only meet on certain days and the parent/guardian is unable to meet?
- Is it a requirement to email the LEA notification? Can I fax it instead?
- What is a reasonable amount of time for an LEA to respond or acknowledge they received the EI Notification?
- What happens if a parent works for a school system that he/she is not zoned for and wants me (i.e., SC) to send the LEA notification to the system where they work?
- What happens if the EI/SC does not follow up with the LEA to schedule the 33<sup>rd</sup>-month meeting?
- What happens when a notification is received on a child who is not on the GIFTS report provided by AEIS?





PART C + PART B + OTHER  
COMMUNITY RESOURCES = ONE TEAM

**THANK YOU!**

**WE  
APPRECIATE  
YOUR TIME  
AND  
ATTENTION**

## **Alabama's Early Intervention System Contacts:**

Ms. Tabitha Perry

[Tabitha.perry@rehab.alabama.gov](mailto:Tabitha.perry@rehab.alabama.gov)

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Mrs. Katrina Lipscomb

[Katrina.Lipscomb@rehab.alabama.gov](mailto:Katrina.Lipscomb@rehab.alabama.gov)

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Mrs. Kathy Wilkins

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