SDUSD TRANSITION Checklist
LEA PART C TO LEA PART B
Low Incidence Toddlers

For toddler’s enrolled in SDUSD Low Incidence Infant Program (Part C) who will be transitioning to SDUSD Early Childhood Program (Part B).

1. **California Early Start Program Meeting Notice Confirmation**
   At least 90 days, but not more than nine months, prior to the toddler’s third birthday a meeting must be set and a notice sent to the parents to develop an Individual Family Plan (IFSP) where transition steps and services will be developed.
   - Copy is given to parent(s).
   - Copy is placed in the toddler’s container.

2. **IFSP Transition Conference**
   **IFSP Transition Plan**
   At the Transition Conference complete the IFSP Transition Plan and discuss Transition Services to facilitate the family and toddler transitioning to Part B services.

   **IFSP Parental Consent and Procedural Safeguards**
   A representative of SDUSD Part B services must be in attendance at this meeting. Document Meeting Notes, Parental Approval, Transition Services and Team Member Participation.
   - Copy of **IFSP Transition Plan** is given to parent(s).
   - Copy of **IFSP Parental Consent and Procedural Safeguards** is given to parent(s).
   - Copy of **IFSP Transition Plan** is placed in the toddler’s container.
   - Copy of **IFSP Parental Consent and Procedural Safeguards** is placed in the toddler’s container.

3. **Notification/Referral to Local Education Agency Part B Services**
   Following the Transition Conference Meeting SDUSD Part B Services must be notified of toddler’s being referred for services.
   - Copy is given to parent(s).
   - Copy is given to Part B Services.
   - Copy is placed in the toddler’s container.
   - Copy of all forms given to Infant Program Clerk.

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