

FORM EI-07: CONSENT FOR TRANSITION PLANNING CONFERENCE (TPC) GUIDANCE RESOURCE

Form Overview

The purpose of this form is to obtain consent from the parent of a child enrolled in EI to conduct a transition planning conference (TPC) and to obtain consent to invite a local educational agency (LEA) representative to the TPC.

Prior to obtaining consent and scheduling the meeting, the early intervention service coordinator (EISC), parent, and other IFSP team members have ongoing discussions about what the child and family need help with for successful transition. Additional topics to discuss include potential learning environment options after age three and which community service providers should be invited to participate in the meeting. If the team suspects that the child may be eligible for Part B special education services at age three, the parent is asked to provide consent for the LEA representative to participate in the meeting to explain Part B eligibility and service options. It is important to explain that a TPC can be conducted even if the child will not be transitioning to Part B special education services.

The EISC explains parent rights and procedural safeguards related to conducting a TPC. Under the consent section of the form, the parent should check one box corresponding to their consent for holding a TPC. If the parent indicates consent to scheduling a TPC, they will also indicate in the second section whether they give permission to invite an LEA representative. If they do not consent to scheduling a TPC, this second section will remain blank. The parent must print their name and sign and date the bottom of the form, confirming their decision regarding scheduling a TPC and, if applicable, permission to invite the LEA representative.

The parent may change their mind at a later time about scheduling a TPC and whether to invite the LEA representative. If this occurs, a new form is completed. The EISC must ensure that all activities and discussions regarding the transition planning conference and completion of Form EI-07 are documented in case notes.

EISC Explanation of Form to Parents

“When your child is between 27 and 33 months of age, I will coordinate a transition planning conference for you and your child, with your consent. The purpose of this conference is to explore and learn more about the options you are considering after your child turns 3 and exits early intervention.”

FORM EI-07: CONSENT FOR TRANSITION PLANNING CONFERENCE (TPC) GUIDANCE RESOURCE

You may consent or decline consent to have a school district representative participate in the meeting. The school district representative is a helpful participant when a child is potentially eligible for special education services at age 3. The representative will introduce the school district to you, explain eligibility and placement options for special education services, and obtain parental consent to move forward with the next steps. The representative will also inform and provide you with your rights in Part B special education.

Your EI provider may attend or share information ahead of time about your child's present levels of development and identify strategies to help your child adjust to and function in their new setting. This may include classroom modifications, assistive technology, or instructional techniques to help your child succeed in a new setting.

With your consent, you may invite anyone else you choose, such as other family members and/or representatives from other potential learning settings you want to explore to the meeting. Examples of these agencies include Head Start or childcare programs.

As a reminder, even if your child is not likely eligible for special education preschool or you choose not to invite the school representative, I can still coordinate a transition planning conference, with your consent. This conference will support your family in preparing for the next setting, such as a childcare program, Head Start, or your home, and will include anyone you choose to invite.”

Rule References

OAC 5123-10-02 (L)(2)(b) and (c)

OAC 5123-10-02 (N)(11)

OAC 5123-10-02(O)(b)