Disability Transition
Policy

In order for services to continue in the next setting, transition procedures will be implemented to ensure a smooth change from one environment to another.

Procedure:
When Children with disabilities (ages birth-3 years old) from Early Head Start transition to Head Start
1. Current EHS Site Manager will provide the child’s file to the next Preschool Site Manager at All Staff Fall Program Orientation or when transfer takes place.
2. The Disabilities Manager will facilitate a meeting between Head Start Site Manager and current ECSE Staff prior to the child beginning the new Head Start program. Parents will be invited to the meeting.

When Head Start is the receiving agency
1. Disabilities Manager will attend IEP/IFSP meetings when the public school is referring a child to Head Start.
2. If the public school does not invite Head Start to the Spring conference when a referral is recommended, the Disabilities Manager will request documentation from the school district (current IEP/IFSP and Diagnostic Report for Disabilities), with written parental permission.
3. Disabilities Manager or Health Manager will contact other agencies who have diagnosed or are providing service to a child for a particular disability and request information, with written parental permission.
4. If possible, the Disabilities Manager will have contact with the family to discuss the child's needs and information about the program.
5. In the Fall, the Disabilities Manager will contact the special education personnel to discuss schedule of service, including school provided transportation. Disabilities Manager will notify AEOA transportation requests regarding children with dual programs, as warranted.
6. Disabilities Manager will communicate diagnostic information, adaptations needed, and schedule information with Site Manager.
7. The Center/Combination Manager will also provide the Head Start calendar to the ECSE Staff regarding days off, etc.

When Head Start is the sending agency
1. Disabilities Manager and Site Manager will attend periodic review conferences in the Spring, sharing progress with the team (including the parent) and discuss options and recommendations for the Fall. If present, the Principal of the elementary school will share information regarding the school.
2. Head Start will develop a Transition Plan with the parent
   See Transition Plan in Appendix A

This procedure complies with the Head Start Performance Standard 45 CFR Section 1304.20, 1304.40, 1304.41

Approved by Policy Council on June 26, 2003
Updated on 3-22-2005
Updated on September 10, 2012; Approved by Policy Council September 12, 2012