Adapted from The Service Coordination Toolkit (2012) developed by the Research and

Training Center on Service Coordination, University of Connecticut, A.J. Pappanikou

Center for Developmental Disabilities, Farmington, CT. The complete Service

Coordination Toolkit can be accessed at [kskits.org](http://kskits.org/)

Transition Planning Checklist

Name:

|  |  |  |
| --- | --- | --- |
| **The service coordinator will:** | **Yes/No** | **Notes** |
| **Share information about:** |  |  |
| • Transition requirements of early intervention |  |  |
| • Community and specialized services for which child and family may be eligible |  |  |
| • IDEA preschool (Part B) policies, if appropriate |  |  |
| • The child's opportunities to participate in community earl childhood programs |  |  |
| • The transition conference to be held at least 90 days prior to transition out of early intervention |  |  |
| **Gather information from the family about:** |  |  |
| • Their knowledge of their child's developmental needs, including disabilities |  |  |
| • Their knowledge of early childhood community resources for their child |  |  |
| • Their knowledge of preschool special education, if appropriate |  |  |
| • Their preference for the child's preschool placement |  |  |
| **Collaborate to:** |  |  |
| • Arrange visits of the family to community and/or school placement options |  |  |
| • Identify members of transition team |  |  |
| • Schedule transition team meetings at a time and place preferred by parent |  |  |
| • Facilitate transition team meetings |  |  |
| • Develop a transition plan |  |  |
| **Perform administrative tasks such as:** |  |  |
| • Obtaining written consent from family to share information with potential service providers, including evaluation and assessment information and copies of IFSPs |  |  |
| • Arranging a transition meeting at a time and location convenient for the family; forward current child information to future service providers prior to the transition meeting |  |  |
| • Notifying LEA 9-12 months prior to child turning three |  |  |

2