

IRN: 044735

Salem City School District

Indicator 12: Policies Practices and Procedures to ensure children referred by IDEA Part C (Early Intervention) who are found eligible for Part B (Preschool Special Education) and who have an IEP implemented by their 3rd birthdays. (20 U.S.C. 1416(a)(3)(B)).

Date Reviewed: August 2025

District utilizes Interagency Agreement as children transition from IDEA Part C (Early Intervention).

Procedures for district attendance at Transition Planning Conference

- Director of Special Services, District School Psychologist or district designee attend Transition Planning Conference.

Procedures for ensuring adherence to the Part C to Part B referral timeline and to ensure the IEP is in place and implemented by a child's 3rd birthday

- District utilizes Referral Date for Part C Transition guidance 3301-51-11 (D)(3)(b) to determine referral date from Part C to Part B.
- Director of Special Services, District School Psychologist and related preschool personnel select evaluation date(s) and meeting date(s) to comply with timeline requirements.

Procedures for inviting the Part C service coordinator to initial Individualized Education Program (IEP) meeting upon parent request

- Director of Special Services, District School Psychologist or Preschool Supervisor invite Part C service coordinator to initial IEP meeting at parent request

Procedures for considering extended school year services

- Extended school year services are considered at every IEP meeting based on individual student needs.

Procedures for any noncompliance finding

- Director of Special Services will review any noncompliance findings.
- Director of Special Services will collaborate with EMIS and other related preschool personnel to correct any findings.

Data reporting of Part C to Part B transitions

- Director of Special Services enters event dates directly into the Student Information System (SIS) for Transition Conference, Referral, Consent, Initial Evaluation Team Meeting, Initial Individualized Education Plan Meeting
- Director of Special Services notifies EMIS of preschool start date and disability condition to ensure match with events reported
- Director of Special Services reviews any errors made available through Crosscheck and EMIS reports provided by EMIS coordinator
- Prior to data submission closing, Director of Special Services uses Part C to Part B checklist to ensure all transitioning students are reporting accurately

Part C to Part B Transition Checklist

1. Part C referral date will be the **earliest** of the following:

If TPC or first notification more than 150 days before 3 rd birthday à Part C referral date is 150 days before 3 rd birthday
If first notification from Part C is within 150 days before 3 rd birthday à Part C referral date is date of first notification from Part C
If TPC is within 150 days before 3 rd birthday à Part C referral date is date of the TPC

2. District will utilize Part C to Part B Tracking Form to track accurate referral date

Preschool Transition from Part C to Part B Tracking Form

District: Salem City District Attendee:

Child's Name:

Child's Date of Birth:

Date of 150 days prior 3rd birthday:

Date of 1st Notification from Part C to Part B:

Date of Transition Conference:

Location of Transition Conference:

Actions taken by District:

☐ Referral/PR04 - Date of Referral:

☐ Parent Consent/PR05 – Date of Consent:

☐ No disability suspected – Date of PR01

3. District will use EMIS at a Glance ETR and IEP forms to track and check the following: Preschool Transition(PSTC), Referral (RFRL), Consent (CNST), Initial Evaluation Team Report (IETR), Initial Individualized Education Plan (IIEP)