

Montana's Part C Transition Conference Meeting Invite

To: _____

(Name of designated LEA Local Education Agency contact person, Head start, Daycare, etc.)

From: Family Support Specialist: _____

Part C Agency's Name and Address: _____

Phone: _____ **E-Mail:** _____ **Date:** _____

RE: Child's Name: _____ **Date of Birth:** _____

The Part C Transition Conference must be scheduled **at least 90 days and up to nine months** prior to a child turning three. The Part C Transition Conference is an opportunity for a family to learn about the range of options in their community that may be available for their child. A family can share about their child's strengths and needs, as well as any concerns the family may have and community providers can share about their program and how they might meet the needs of the child. If the child may possibly be eligible for Part B (Special Education Preschool), a representative from the school district in which the child resides must be invited to the Transition Conference.

With the family's consent, you have been invited to participate in the Transition Conference.

The meeting will be held : **Date:** _____ **Time:** _____ **Place:** _____

Address: _____

Please check your response below and return to the Family Support Specialist listed above within 14 days of the meeting date indicated above.

_____ **I will attend.**

_____ **I will not be able to attend, other possible dates at least three months before the child turns three years of age that I can attend** _____

_____ **I will not be able to attend, but I will send another representative:**

Name of person attending: _____ **Title/Role** _____

Phone: _____ **Email:** _____

Please bring any necessary forms and materials to this Transition Conference to assist you in:

- Providing information to the parent(s) about all available educational programs for preschool children, including those programs for children with and without disabilities.
- Providing information to the parents about the eligibility criteria for preschool special education services, including evaluation procedures and special education eligibility areas.
- Providing the parents with an explanation of the requirements of a free appropriate public education (FAPE).
- Providing the parents a copy of the procedural safeguards afforded the child and family as required in Part B of the IDEA.
- Explaining the purpose for Extended School Year (ESY) services and the documentation needed to support the IEP team in determining eligibility for extended school year services.
- Consent forms to conduct further evaluation to determine eligibility for preschool special education.
- Other information needed to facilitate a timely, seamless transition.

If you need further information please feel free to contact the Family Support Specialist list above.

*Parent means (1) a natural, adoptive or foster parent of a child; (2) a guardian; (3) a surrogate parent.