

Dutchess County Early Intervention Program
A Parent Guide to Transition Out of Early Intervention (EI)

Activity	Process
For EI Parents Interested in the Committee on Preschool Special Education (CPSE)	
Transition Plan	<p>You will develop a Transition Plan with your Individualized Family Service Plan (IFSP) team at the IFSP meeting that is closest to your child's second (2nd) birthday.</p> <ul style="list-style-type: none"> • The plan will include the steps that you and your team will take to make sure that you have the information you need when your child leaves (transition out of) Early Intervention. • You and your IFSP team will discuss how to start the CPSE process, and what other services are available to you and your child. <p>You will update the transition plan with your team at every IFSP meeting after that.</p>
Talk with your Ongoing Service Coordinator (OSC) to find out your child's Transition Dates, or go to http://eservices.nysed.gov/ei/ to calculate your child's specific transition dates.	
Notification	<p>Your OSC will talk with you about notifying the CPSE that your child may continue to need special services after leaving EI.</p> <ul style="list-style-type: none"> • Your OSC will send the CPSE the Notification of Potential Eligibility to the CPSE 120 days before your child is old enough to go to CPSE, unless you decide that you do not want the CPSE to be notified (this is called "Opting-Out" of notification).
Transition Conference	<p>A Transition Conference will give you a chance to formally discuss your child's Transition Plan. If you decide that you would like to have a Transition Conference, your OSC will ask you to sign the Consent for Transition Conference Form. This conference will happen no later than one of the following times, whichever comes first:</p> <ul style="list-style-type: none"> • 90 days before your child is first old enough for CPSE; or • 90 days before your child's third (3rd) birthday.
Referral	<p>You are responsible for referring your child to the CPSE. Your OSC can help you make the referral by sending the form Parent Referral to the Committee on Preschool Special Education to your CPSE District.</p> <p>A referral can be made:</p> <ul style="list-style-type: none"> • As early as 120 days before your child first becomes eligible for preschool special education services; but • No later than 90 days before your child's third (3rd) birthday. <p>If you want to share EI information with the CPSE, your OSC will ask you to sign the Consent for Transmittal of EIP Evaluations and Records form.</p>
Age Out	<p>Your child must leave EI:</p> <ul style="list-style-type: none"> • On the day before his/her third (3rd) birthday, if you do not refer your child or if s/he is not eligible for the CPSE; or • If your child is eligible for preschool special education services, your child can stay in EI until August 31 or December 31 of the year that your child turns three depending on your child's birth date.