

480-000-XXX Instructions for Completing “Annual Transition Notice”

Use:

The Annual Transition Notice is used by Services Coordinators to inform parents/legal guardians of toddlers with disabilities about the transition process out of early intervention services and their rights, responsibilities, and options surrounding transition. It is given to parents at their child’s first transition conference and annually thereafter.

Completion:

On the last page of the Notice, enter the types of services the child may receive upon transition and where the services may be located.

Enter the Services Coordinator's name and contact information.

Obtain the parent/guardian’s signature.

Distribution:

The original Annual Transition Notice is maintained in the early intervention services coordination record, and a copy is provided to the parent/guardian.

Retention:

The Annual Transition Notice is retained in the services coordination early intervention record for six years after the completion of the activities for which early intervention funds were used.