



Indiana's Transition Initiative

Recommended Practice for Developing Transition Timelines from First Steps

These guidelines have been developed to provide ample timelines to plan for transition and meet both Part B and Part C requirements. Provided that the transition conference is not held more than nine months (270 days) before the birthday, there is nothing further in the regulations that prevent transition activities from occurring earlier than the minimum 90 days before 3rd birthday requirement.

For example, the transition conference must occur 90 days before the 3rd birthday, but it may be done earlier if all parties agree (90-270 days). **These guidelines assume that parent permission to evaluate is obtained shortly after the transition conference.** The case conference months listed below factor in time for the school to complete the evaluation and hold a case conference in order for the child to begin receiving service on the third birthday.

For specific dates for each birth date use "The Transition Calculator" and then back up the dates to allow for the days that the schools are not in session.

Birthday Month	Notices to Special Planning Districts		Range of Months for Transition Conference		Case Conference Prior to 3 rd Birthday**
	18 Month	30 Month	270 days (9 months) During the Month of	*90 days (3 months) Or recommended months to ensure enough time for evaluation prior to Case Conference	
January	SPOE sends Child Find data from the State First Steps office twice a year to LEAs generally in April and October.	July	April	September	December
February		August	May	October	January
March		September	June	November	February
April		October	July	December	March
May		November	August	January	April
June		December	September	January	April
July		January	October	February	May
August		February	November	February	May
September		March	December	February	May
October		April	January	April	September
November		May	February	May	October
December		June (recommend May)	March	September	November

These recommended months have included consideration for times when schools are not normally in session.

1. In December there is approximately 2 weeks for Christmas Break.
2. In March or April depending on the school calendar there is one week for Spring Break.
3. During the summer months school is not in session.

** Communication with school personnel is encouraged to ensure that there is adequate time for the Special Education Planning District to evaluate the child between the transition meeting and Case Conference Committee meeting.

Revised August 13, 2008