

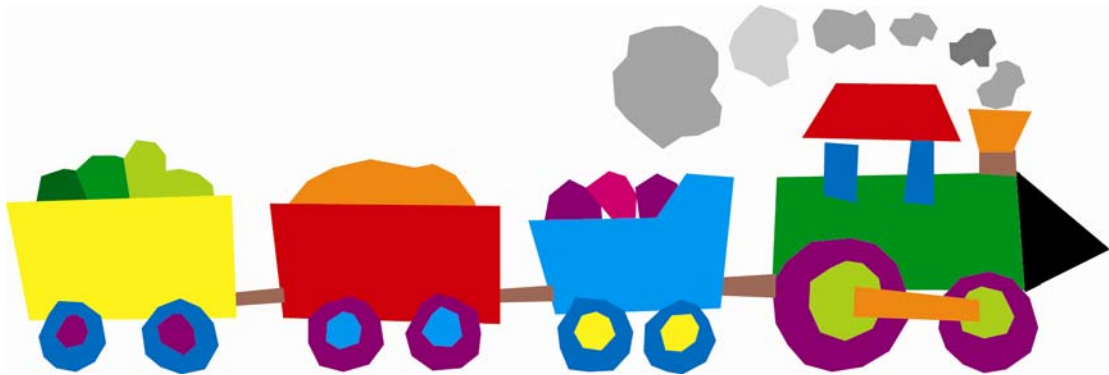
East Central Indiana



First Steps

Cluster Council

Transition Resource



This Resource guide can be viewed/printed on the East Central Indiana First Steps
Website at: www.eastcentralindianafirststeps.org
Or Call 1-866-316-9800 to Request a Copy

Transition out of First Steps

On or before the third birthday a child leaves First Steps and moves to Early Childhood Special Education or some other community program. The following is a sample timeline of the events that should occur in order to ensure that transitions are seamless and in the best interest of the child and family.

| Time | Activity | Who |
|---|---|-------------|
| Entry into infant/toddler program | Family is introduced to transition | First Steps |
| Each IFSP meeting | Family questions about transition, service options, and natural environments are answered: planning for any upcoming transitions occur in IFSP | First Steps |
| 18 months prior to child's third birthday | Parents sign permission to provide basic demographic information to the appropriate public school personnel; service coordinator discusses transition process with family; transition outcomes are included in IFSP; and family chooses transition activities they will participate in | First Steps |
| 6 months prior to the child's third birthday | Parents sign permission to send the school corporation of legal settlement the most recent IFSP and evaluation reports | First Steps |
| At least 90- days but not more than 180 - days prior to the child's third birthday (prior to end of school year if summer birthday) | Transition meeting occurs with family, First Steps representatives, and with parent permission the LEA and any other parties the family wishes to invite. The purpose of the meeting is to: <ul style="list-style-type: none"> • Share progress reports • Develop a transition plan • Explore placement options • LEA may secure permission for comprehensive evaluation and review rights • Identify contacts for the family • Answer questions for the family | First Steps |
| Prior to third birthday | With parent permission, a multidisciplinary team evaluation is conducted | LEA |
| Within 60 school days of the date parent gave written consent for evaluation | The multidisciplinary evaluation is completed and the case conference committee is convened to: <ul style="list-style-type: none"> • Determine child's eligibility for preschool special education services • If applicable, develop an IEP • If applicable, determine placement | LEA |
| After the case conference committee meetings | If child is not eligible for special education, team works to develop other options for preschool services, as desired by the family | First Steps |

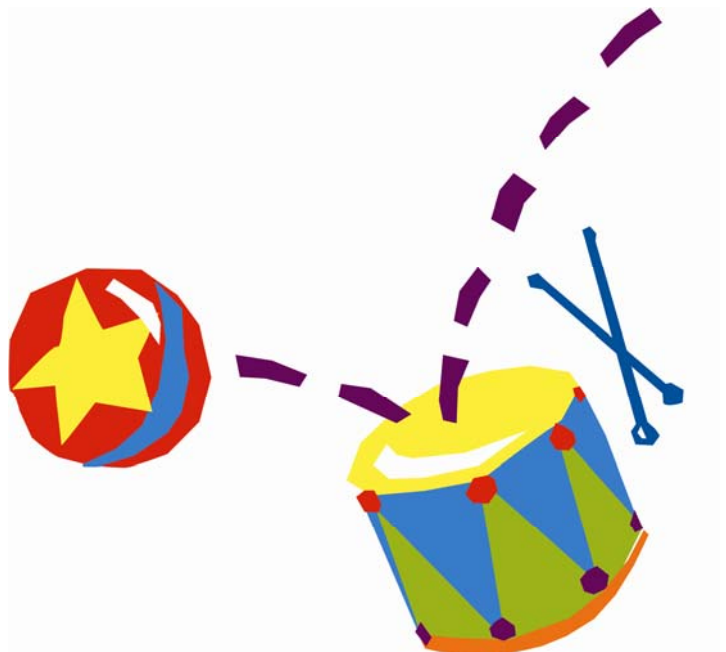
Table of Contents

Transition Contacts by County

Transition Packet Completion Instructions

First Steps Forms

- Transition Meeting Notification
- Request for Authorization
- Transition Meeting Minutes
- Individual Family transition Plan
- 18 Month Notice to LEA
- 30 Month Notice to LEA



ADAMS

***** School System Serviced:**

*Adams Central Community Schools
Bluffton-Harrison (MSD of)
North Adams Community Schools
Northern Wells Community Schools
South Adams Community Schools
Southern Wells Community Schools*

Adams-Wells Special Services Co-op

Dorothy Church
324 W. Market St.
Bluffton, IN 46714
Phone: 1-260-824-5880
Email: Dorothy@awssc.org

Head Start Representative:

Karin Patterson, Family and Disability Services Coordinator
P.O. Box 1087
521 S. Wayne St.
Portland, IN 47371
Phone: 1-260-726-9318
Fax: 1-260-726-9174
Email: kpatterson@comfam.org

ALLEN

*****School Systems Serviced:**

East Allen County Schools

East Allen County Schools

Tim St. Peters

Park Hill Center

1000 Prospect Ave.

New Haven, IN 46774

Phone: 1-260-446-0100 ext 3101

Fax: 1-260-446-0127

Email: tstpeters@eacs.k12.in.us

*****School Systems Serviced:**

North East Allen County Schools

South West Allen County Schools

Smith Green Special Education Cooperative

Martha Barry

4824 Homestead Rd.

Fort Wayne, IN 46804

Phone: 1-260-431-2040

Fax: 1-260-431-2099

*****School Systems Serviced:**

Fort Wayne Community Schools

Fort Wayne Community Schools

Laura Dettmer, Early Childhood Resource Teacher

203 E. Douglas Avenue

Ft. Wayne, IN 46802

Phone 260-467-1110

FAX 260-467-1189

Email: Laura.dettmer@fwcs.k12.in.us

Head Start Representative

Mindy Epple, Disability Coordinator

P.O. Box 10570

Fort Wayne, IN 46853-0570

Phone: 260-420-2833

Fax: 260-420-8353

East Wayne Head Start

Ann Curley

825 Francis

Fort Wayne, IN 46803

Phone: 260-422-6503 or 260-422-6504

Fax: 260-422-5305

BLACKFORD

***School Systems Serviced:

Blackford County

Delaware Blackford Special Education Cooperative

Ruth Jones

668 West 200 South

Hartford City, IN 47348

Phone 1-765-348-5321

Email: rjones@bcs.k12.in.us

Head Start Representative

Karin Patterson, Family and Disability Services Coordinator

P.O. Box 1087

521 S. Wayne St.

Portland, IN 47371

Phone: 1-260-726-9318

Fax: 1-260-726-9174

Email: kpatterson@comfam.org

Child Care Resource and Referral (CCR&R) Representative

Melissa Moloch, Program Coordinator

Child Care Solutions/Bona Vista

P.O. Box 2496

Kokomo, IN 46904

Phone: 1-765-452-8870

Fax: 1-765-868-4699

Email: mmoloch@bonavista.org

DELAWARE

***School Systems Serviced:

Cowan Community Schools

Daleville School Corp

Delaware Community Schools (Delta)

Harrison-Washington (Wes Del)

Mt. Pleasant Twp Community Schools (Yorktown)

Muncie Community Schools (LEA)

Delaware Blackford Special Education Cooperative

Robin Peckinpaugh

2501 N. Oakwood Ave.

Muncie, IN 47304

Phone: 765-747-5448

Fax: 765-348-5321

Email: rpeckinpaugh@muncie.k12.in.us

Head Start Representative

Susie Garringer, Disability Coordinator

Head Start Action, Inc. Of Delaware County

1901 N. Walnut St.

Muncie, IN 47303

Telephone: 765-286-5437

FAX: 765-282-4453

Email: sgarringer@headstartmuncie.org

Child Care Resource and Referral

Dana D. Sinclair - Inclusion Specialist

HMCC Child Care Resource & Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765)284-0887

Fax (765)289-0430

dsinclair@huffermcc.org

FAYETTE

*****School Systems Serviced**
Fayette County Schools

Centerville-Fayette-Rush Special Services

Ginny Brackemyer
1200 Spartan Dr.
Connersville, IN 47331
Phone toll-free: 1-877-420-8400
Phone: 1-765-827-8400
Fax: 1-765-827-8822
Email: gbrackem@fayette.k12.in.us

Head Start Representative

Lora Boggs, Coordinator
Fayette County Head Start
306 W. 16th St.
Connersville, IN 47331-2806
Phone: 1-765-827-0191 ext. 232
Fax: 1-765-825-8221
E-mail: boggs@fayette.k12.in.us

Child Care Resource and Referral

Dana D. Sinclair-Inclusion Specialist
HMCC Child Care Resource and Referral
2000 N. Elgin St.
Muncie, IN 47303
1-800-554-9331
(765) 284-0887
Fax: 1-765-289-0430
dsinclair@huffermcc.org

HANCOCK

***School Systems Serviced:

Eastern Hancock Community schools
Greenfield-Central Community schools
Mount Vernon Community Schools
South Madison Community Schools
Southern Hancock Community Schools

Hancock-South Madison Joint Services

Dr. Mike Bennett, Director

1834 Field Blvd.

PO Box 718

Greenfield, IN 46140

Phone: 1-317-462-9219

Fax: 1-317-462-9286

Email: mbennett@hsmjs.org

Head Start Representative:

John Pennycuff, Director

ICAP Head Start

615 S. R. 38 West

P. O. Box 449

New Castle, IN 47362-0449

Phone: 1-765-529-4403

Fax: 1-765-593-2510

E-mail: jpennycuff@icapcaa.org

Child Care Resource and Referral

Dana D. Sinclair-Inclusion Specialist

HMCC Child Care Resource and Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765) 284-0887

Fax: 1-765-289-0430

dsinclair@huffermcc.org

HENRY

***School Systems Serviced:

Charles A. Beard Memorial School Corp.

Nettle Creek Community Schools

New Castle Community School Corp.

South Henry School Corp.

Shenandoah School Corp.

Union School Corp. (Randolph County)

New Castle Area Special Services

Cheryl May, Preschool Coordinator

Kids Corner Preschool

329 s. 5th St.

New Castle, IN 47362

Phone: 1-765-521-3750

Fax: 1-765-521-7258

Email: cmay@nccsc.k12.in.us

Head Start Representative

John Pennycuff, Director

ICAP Head Start

615 S. R. 38 West

P. O. Box 449

New Castle, IN 47362-0449

Phone: 1-765-529-4403

Fax: 1-765-593-2510

E-mail: jpennycuff@icapcaa.org

*** School Systems Serviced:

Blue River Valley School Corporation

Blue River Valley School Corporation

Angie Vickery, Director of Special Programs

P.O. Box 217

Mount Summit, IN 47361

Phone 765-836-4816

Email: avickery@brv.k12.in.us

FAX: 765-836-4817

HENRY (cont)

Head Start Representative

John Pennycuff, Director

ICAP Head Start

615 S. R. 38 West

P.O. Box 449

New Castle, IN 47362-0449

Phone: 765-529-4403

FAX: 765-593-2510

Email: jpennycuff@icapcaa.org

Child Care Resource and Referral

Dana D. Sinclair - Inclusion Specialist

HMCC Child Care Resource & Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765)284-0887

Fax (765)289-0430

dsinclair@huffermcc.org

HUNTINGTON

***School Systems Serviced:

Huntington County Community Schools

Huntington-Whitley Special Services

Candy Lisinicchia, Early Childhood Coordinator

44 E. Park Dr.

Huntington, IN 46750

Phone: 1-260-356-1730 ext. 8501

Fax: 1-260-358-2236

Email: clisinic@hccsc.k12.in.us

Head Start Representative

Karin Patterson, Head Start Disabilities Coordinator

P.O. Box 1087

Portland, IN 47371

Phone: 260-726-9318

FAX: 260-726-9174

Email: kpatterson@comfam.org

Child Care Resource and Referral (CCR&R) Representative

Melissa Moloch, Program Coordinator

Child Care Solutions/Bona Vista

P.O. Box 2496

Kokomo, IN 46904

Phone: 1-765-452-8870

Fax: 1-765-868-4699

Email: mmoloch@bonavista.org

JAY

*** School System Serviced:

Jay School Corporation

Jay School Corporation

Theresa Linn ECIA/SLP

404 E. Arch St.

Portland, IN 47371

Phone: 1-260-726-2511

Fax: 1-260-726-4959

E-mail: tlinn@jayschools.k12.in.us

Head Start Representative

Karin Patterson, Family and Disability Services Coordinator

P.O. Box 1087, 521 S. Wayne St.

Portland, IN 47371

Phone: 260-726-9318

FAX: 260-726-9174

Email: kpatterson@comfam.org

Child Care Resource and Referral (CCR&R) Representative

Melissa Moloch, Program Coordinator

Child Care Solutions/Bona Vista

P.O. Box 2496

Kokomo, IN 46904

Phone: 1-765-452-8870

Fax: 1-765-868-4699

Email: mmoloch@bonavista.org

MADISON

***** School System Serviced:**

Alexandria Schools

Alexandria Community School Corp

Darlene Pease, Director

1 Burden Ct.

Alexandria, IN 46001

Phone: 765-724-5060

FAX: 765-724-5061

Email: dpease@alex.k12.in.us

*****School Systems Serviced:**

South Madison Community Schools

Southern Hancock Community Schools

Eastern Hancock Community schools

Greenfield-central Community schools

Mount Vernon Community Schools

Hancock-South Madison Joint Services

Dr. Mike Bennett, Director

1834 Field Blvd.

PO Box 718

Greenfield, IN 46140

Phone: 1-317-462-9219

Fax: 1-317-462-9286

Email: mbennett@hsmjs.org

Head Start Representative:

John Pennycuff, Director

ICAP Head Start

615 S. R. 38 West

P. O. Box 449

New Castle, IN 47362-0449

Phone: 1-765-529-4403

Fax: 1-765-593-2510

E-mail: jpennycuff@icapcaa.org

MADISON (CONT.)

***** School Systems Serviced:**

Anderson Community Schools

Anderson Community Schools

Erin L. Smith, Preschool Coordinator

1229 Lincoln St.

Anderson, IN 46016

Phone: 765-641-2000 ext. 3046

Fax: 765-641-2666

***** School Systems Serviced:**

Frankton-Lapel School Corporation

Kathryn Klein

Tri County Education Center (TCEC)

Early Childhood Assessment Team (ECAT)

599 South Harbour Drive

Noblesville, IN 46062

Phone: 317-773-5321 ext. 131

Fax: 317-770-2755

Email: Kathryn_klein@mail.nobl.k12.in.us

***** School Systems Serviced:**

Elwood

Elwood Community School Corporation

Jan Kaye, Director of Special Education

1306 N. Anderson St.

R.R. #4, P.O. Box 105

Elwood, IN 46036

Phone: 765-552-9861 EX 1001

FAX: 765-552-8088

Email: jkaye@elwood.k12.in.us

MADISON (CONT)

Head Start Representative

Urban League of Madison County

Rhonda Lynn, Disability & Transition Mgr.

2010 Brentwood Drive

Anderson, IN 46011

Phone: 765-649-4291

FAX: 765-642-0932

Child Care Resource & Referral

Dana D. Sinclair - Inclusion Specialist

HMCC Child Care Resource & Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765)284-0887

Fax (765)289-0430

dsinclair@huffermcc.org

RANDOLPH

***School Systems Serviced

Liberty Perry School Corporation (Wapahani)
Monroe Central School Corporation
Randolph Central School Corporation
Randolph Eastern School Corporation
Randolph Southern School Corporation

GRIC - Greater Randolph Interlocal Cooperative

Debbie Boggs
325 S. Oak St. Suite L103
Winchester, IN 47394
Phone: 1-765-584-7602
Fax: 1-765-584-7544

Head Start Representative:

Karin Patterson, Family and Disability Services Coordinator
P.O. Box 1087
521 S. Wayne St.
Portland, IN 47371
Phone: 1-260-726-9318
Fax: 1-260-726-9174
Email: kpatterson@comfam.org

Child Care Resource and Referral

Dana D. Sinclair-Inclusion Specialist
HMCC Child Care Resource and Referral
2000 N. Elgin St.
Muncie, IN 47303
1-800-554-9331
(765) 284-0887
Fax: 1-765-289-0430
dsinclair@huffermcc.org

RUSH

*****School Systems Serviced**
Rushville Consolidated Schools

Centerville-Fayette-Rush Special Services

Kim Nicholson, Case Conference Coordinator

400 West 16th St.

Rushville, IN 46173

Phone: 765-932-2961 ext. 230

Fax: 765-938-2417

Email: nicholsonk@rushville.k12.in.us

Head Start Representative

John Pennycuff, Director

ICAP Head Start

615 S. R. 38 West

P. O. Box 449

New Castle, IN 47362-0449

Phone: 1-765-529-4403

Fax: 1-765-593-2510

E-mail: jpennycuff@icapcaa.org

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2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765) 284-0887

Fax: 1-765-289-0430

Email: dsinclair@huffermcc.org

SHELBY

*****School Systems Serviced**

Flat Rock-Hawcreek School Corporation (Bartholomew County)

Northwestern Consolidated-Shelby County

Shelby Eastern Schools

Shelbyville Central Schools

Southwestern Consolidated School Corporation

Blue River Special Education Cooperative

Cheryl Hartman, Preschool Coordinator

1111 W. McKay

Shelbyville, IN 46176

Phone: 1-317-398-4468

Fax: 1-317-398-0480

Email: chartman@brsec.org

Head Start Representative

Human Services, Inc.

Head Start

Jill Hammer, Director

P.O. Box 588

Columbus, IN 47202

Phone: 1-812-376-9608

Phone toll free: 1-800-878-9608

Fax: 1-812-378-4812

E-mail: jhammer@hsi-headstart.com

Child Care Resource and Referral

Dana D. Sinclair-Inclusion Specialist

HMCC Child Care Resource and Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765) 284-0887

Fax: 1-765-289-0430

Email: dsinclair@huffermcc.org

UNION

*****School Systems Serviced**
Union County Schools

East Central Indiana Special Services District

Mort Maurer, Preschool Coordinator

P.O. Box 247

519 Queen St.

Pershing, IN 47370

Phone toll free: 1-888-219-0004

Phone: 1-765-478-9838 ext. 255

Fax 1-765-478-9843

Email: mmaurer@uc.k12.in.us

Head Start Representative

Jennifer English, Director

Community Care in Union County, Inc.

302 Harrison Street

Liberty, IN 47353-1303

Phone: 1-765-458-7491

Fax: 1-765-458-7492

Email: jenn.english@verizon.net

Child Care Resource and Referral

Dana D. Sinclair-Inclusion Specialist

HMCC Child Care Resource and Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765) 284-0887

Fax: 1-765-289-0430

Email: dsinclair@huffermcc.org

WAYNE

*****School Systems Serviced**

Centerville-Abington Community Schools

Centerville-Abington Community Schools

Mike Moore

115 W. South St.

Centerville, IN 47330

Phone: 765-855-3475

FAX: 765-855-2524

Email: memoore@centerville.k12.in.us

*****School Systems Serviced**

Richmond Community Schools

Richmond Community Schools

RCS Early Learning Center

Kathy Parker, Early Childhood Coordinator

315 N. W. 3rd St.

Richmond, IN 47374

Phone: 765-973-3416

FAX: 765-973-3729

Email: kparker@rcs.k12.in.us

*****School Systems Serviced**

Hagerstown

Nettle Creek

New Castle Special Services

Kids Corner

Cheryl May

80 Glenwood

New Castle, IN 47362

Phone: 765-521-3750

Email: cmay@nccsc.k12.in.us

WAYNE (CONT.)

Northeastern/Western Wayne

(Services all of Wayne County except those schools listed above)

Mort Maurer

519 Queen St. P.O. Box 247

Pershing, IN 47370

Phone 765-478-9838 or 888-219-0004

FAX: 765-478-9843

Email: mmaurer@uc.k12.in.us

Head Start Representative

Community Action of East Central Indiana

Cindy Hartman, Head Start Director

CAECI/Head Start

P.O. 1314 (mailing)

1845 W. Main Street

Richmond, IN 47375

Phone -765-966-7733 ext. 240

FAX - 765-966-6539

Email: chartman@brsec.org

Child Care Resource and Referral

Dana D. Sinclair-Inclusion Specialist

HMCC Child Care Resource and Referral

2000 N. Elgin St.

Muncie, IN 47303

1-800-554-9331

(765) 284-0887

Fax: 1-765-289-0430

Email: dsinclair@huffermcc.org

WELLS

*** School System Serviced:

*Adams Central Community Schools
Bluffton-Harrison (MSD of)
North Adams Community Schools
Northern Wells Community Schools
South Adams Community Schools
Southern Wells Community Schools*

Adams-Wells Special Services

Dorothy Church
925 North Main Street
Bluffton, IN 46714
Phone: 1-260-824-5880
Fax: 1-260-824-5880
Email: Dorothy@awssc.org

Head Start Representative:

Karin Patterson, Family and Disability Services Coordinator
P.O. Box 1087
521 S. Wayne St.
Portland, IN 47371
Phone: 1-260-726-9318
Fax: 1-260-726-9174
Email: kpatterson@comfam.org

Child Care Resource and Referral (CCR&R) Representative:

Melissa Moloch, Program Coordinator
Child Care Solutions/Bona Vista
P.O. Box 2496
Kokomo, IN 46904
Phone: 1-765-452-8870
Fax: 1-765-868-4699
Email: mmoloch@bonavista.org