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# **TRANSITION FROM BIRTH-TO-TWO TO THREE-YEAR-OLD (SED-P010)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 This outlines the procedure the Special Education Department follows to ensure the transition of birth-to-two children to three-year-old classification for special education services.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 Early Childhood Coordinator for school district students, Family Resource Coordinator for students, Director of Special Education, Assistant Director of Special Education

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Special Education or Assistant Director of Special Education

## **4.0 DEFINITIONS:**

- 4.1 IEP – Individualized Education Plan

## **5.0 PROCEDURE:**

- 5.1 Early Childhood Coordinator schedules a meeting with the parents and current staff to review current needs and services of the child.
  - 5.1.1 If the child is currently receiving services from another agency, that agency will contact the Early Childhood Coordinator to schedule the meeting.
- 5.2 The meeting is held at a convenient time and place for all parties involved. At the meeting, the current staff working with the child and the parent share information regarding services and needs.
  - 5.2.1 The evaluation team explains the evaluation procedure and information regarding the school district program.
  - 5.2.2 An evaluation is scheduled before the child's third birthday.
- 5.3 The evaluation is completed with the school district team and the parent. The evaluation follows the state and federal guidelines for children, three to six years of age.
- 5.4 Another meeting is scheduled to review the evaluation results.
  - 5.4.1 If the child does meet the eligibility criteria, an IEP is written with the parents, before the child's third birthday.
  - 5.4.2 If the child does not meet the eligibility criteria, the family is referred to appropriate community resources.
- 5.5 The IEP must be completed, along with registration, immunization, health form, and transportation information, before services can begin.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 IEP – Individualized Education Plan SED-F023

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File; Student's building site	According to state and federal guidelines, six years after services end	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

**8.0 REVISION HISTORY:**

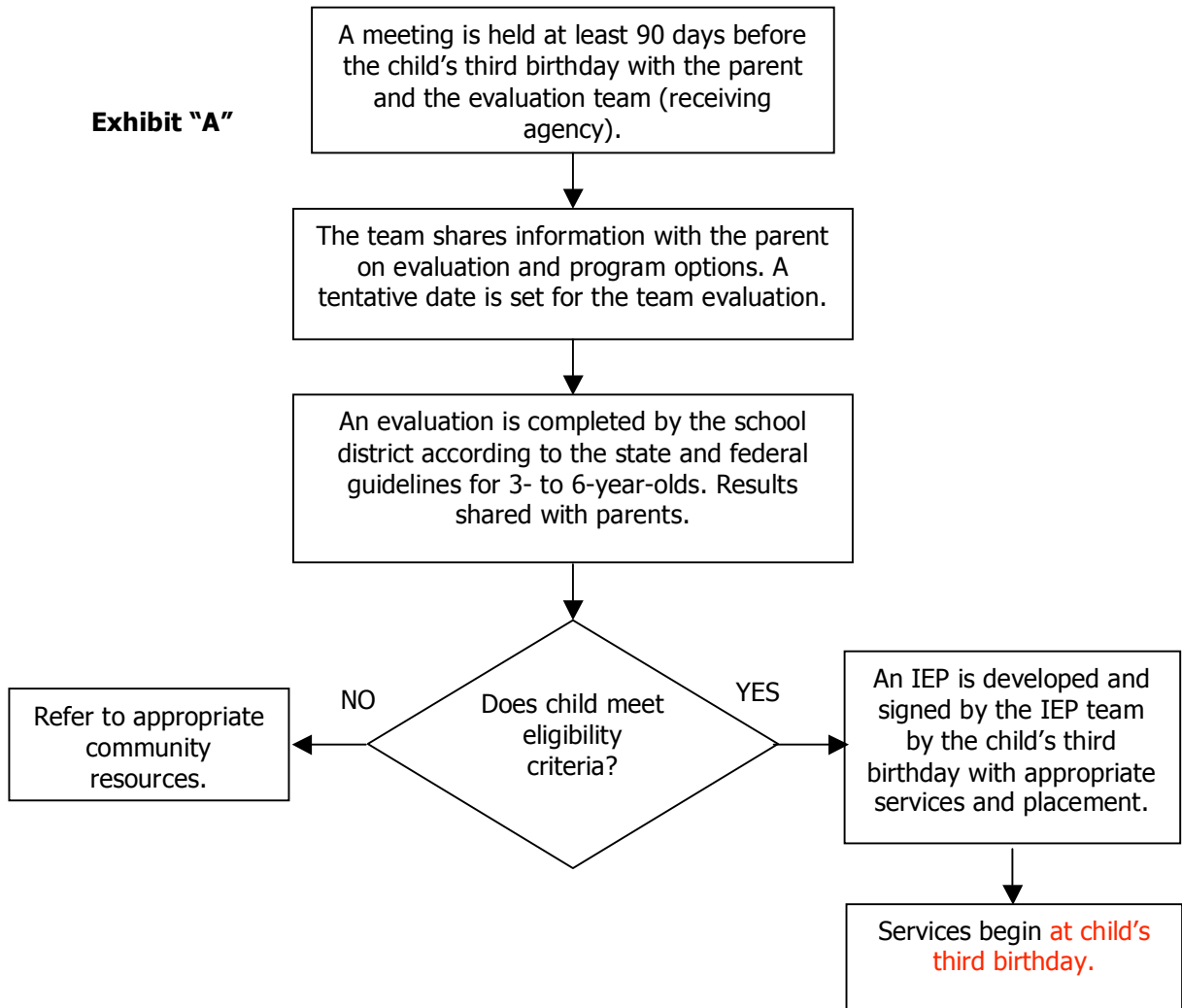
<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
4-Feb-02	B	Updated protection information
16-Jan-03	C	Updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers
12-Sept-03	D	Updated records retention data, replacing seven years with six
09-Dec-03	E	Deleted references to summer birthdays: deleted 5.2.3 and end of 5.4.1
04-Nov-04	F	Changed "twenty-first birthday" to "services end" in retention table.
06-Nov-07	G	Clarified wording in 5.1, by adding "and" between "parent ___current"

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**\*\* End of procedure \*\***