

- *Beaver Dam*
- *Cambria/*
- *Friesland*
- *Columbus*
- *Dodgeland*
- *Fall River*
- *Fox Lake*
- *Herman*
- *Horicon*
- *Hustisford*
- *Lomira*

DODGE COUNTY
Human Services & Health Department

**Birth to Three Interagency
Transition Agreement**

- *Mayville*
- *Neosho*
- *Oakfield*
- *Oconomowoc*
- *Randolph*
- *Saylesville*
- *Theresa*
- *Watertown*
- *Waupun*
- *Waterloo*

**The Birth to Three Program and the school districts serving Dodge County,
agree to provide transition services to children and their families through their collaborative efforts.**

Birth to Three (B-3) Agrees to:

1. Discuss the transition process with parents/ guardians at all IFSP meetings and gain written consent to provide information to the school when appropriate.
2. Notify district administrator of enrollment projections quarterly.
3. With parental/guardian consent, send form "Birth to Three Early Childhood Potential Referral Notification" or make phone contact with the responsible LEA 120 days prior to a child's third birthday.
4. With parental/guardian consent, refer all children suspected of a disability as defined in the Wisconsin Statutes.
5. With parental/guardian consent and after consulting with the LEA, schedule a transition planning conference 120 to 90 days prior to a child's third birthday, with summer birthdays and late referrals being given special consideration.
6. Make referral on the Dodge County B-3 Referral Form at least 90 days prior to a child's third birthday.
7. Bring latest evaluation reports and any other related and necessary documents to the transition planning conference. (Recommend the information be no older than four months old if possible.)
8. If the third birthday falls between June 1st and September 30th, the "Birth to Three Early Childhood Potential Referral Notification" form should be sent to the LEA by March 1st.
9. Contact the case manager following the transition planning conference to determine the status of the evaluation.
10. Maintain consistent contact throughout the transition process with the case manager including an initial two-week follow-up contact.
11. Participate in child find and/or child development activities sponsored by the LEA as appropriate.
12. Meet annually or more often as needed to review the transition agreement.

Local Education Agencies (LEA) Agree to:

1. Work closely with parents/guardians and B-3 agencies to schedule a transition planning conference 120 to 90 days prior to a child's third birthday with summer birthdays and late referrals being given special consideration.
2. Have a representative participate in the transition planning conference.
3. Secure signed Releases of Information for pertinent early intervention records (i.e. medical or other third party records) before or at the transition planning conference. The LEA shall provide the necessary forms.
4. If appropriate, and not already done, the case manager will complete that districts referral form at the transition planning conference.
5. Provide parents/guardians with information regarding the IEP team and process at the transition planning conference.
6. Appoint an IEP team as required in the Wisconsin Statutes.
7. Consider information from a variety of sources including observation in a natural setting, parental input, existing data and evaluation reports and determine if further evaluation is needed.
8. Send an invitation to the initial IEP team meeting to the B-3 service coordinator or other B-3 representatives at the request of parents/guardians.
9. Parents/guardians will be informed that they are part of the educational and placement team for their child. Eligibility will be determined by their third birthday.
10. Participate in the Dodge County Informed Referral and Child Find Network.
11. Inform B-3 of any planned child find and development activities with adequate notice.
12. Meet annually or more often as needed to review the transition agreement.

Birth to Three Program Representative

Local Education Agency Representative

Title

Title

Date

Date

