

SOONERSTART PROCEDURES

➤ TRANSITION INITIATION AND TPCS

Transition Initiation during the COVID-19 emergency is completed at:

- The Initial IFSP meeting
- The Annual IFSP meeting
- A Periodic Review with only the Resource Coordinator is allowed if Annual IFSP is not due
- (only during COVID-19 emergency)

1) Schedule the appropriate IFSP meeting and obtain consent for Virtual Visit if not previously completed.

- Email/text the family
 - a. Meeting Notice
 - b. Informed Consent for Virtual Services if necessary
 - c. Website link to Transition at Age 3 – Steps for Success
 - * https://sde.ok.gov/sites/default/files/Special%20Ed-Steps%20for%20Success_1.pdf
 - d. Website link to Procedural Safeguards and Parent Rights
 - * <https://sde.ok.gov/sites/default/files/Parents%20Rights%20March%202019%5B1%5D.pdf>

2) Transition Initiation during IFSP meeting

- a. Explain the release of personally identifiable information to the LEA and obtain verbal consent on the Transition Consent to Release Information form.
- b. Complete Transition page in EdPlan
- c. Complete and Finalize IFSP
- d. Email/Text family required forms including copy of Transition Consent to Release Information
- e. Share records with LEA through EdPlan if consent obtained

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➤ TRANSITION PLANNING CONFERENCE

1) Schedule TPC date with family, LEA and Service Provider.

- a. Service Providers are expected to participate in TPC meetings with the LEA
- b. TPC can be completed by teleconference, Skype, FaceTime, Zoom or Teams. Ensure verbal consent for virtual services has been obtained from family if applicable.
- c. If virtual meeting is scheduled, send meeting link to family and LEA. If school chooses to use their own Zoom account, they will send out meeting link. For equity purposes and out of respect for the family, meet in the format that they can participate in. For example, if the family can only call in and the rest of you are on Zoom that is a disadvantage for the family.
- d. Following TPC, Email/Text family required forms including an electronic copy of the Parent Survey or a link to the Parent Survey
 - * <https://www.surveymonkey.com/r/SDXB57F> (English)
 - * <https://www.surveymonkey.com/r/family-spanish>

