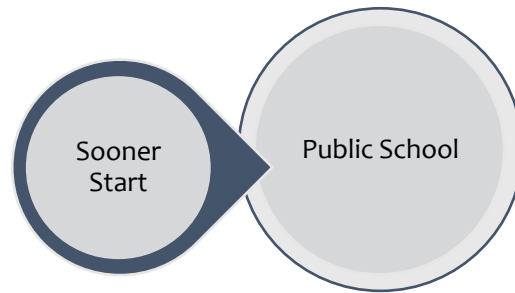


EdPlan – SoonerStart Tip Sheet

Sharing SoonerStart Records With the LEA

September 2017



When a family gives written consent for their child to transition from Part C (SoonerStart) to Part B (the local education agency, or LEA) at age 3, the electronic (OK EdPlan) records must be shared with the selected LEA. The transition process includes the following steps:

SoonerStart will:

Timeline

	SoonerStart will:	Timeline
1	Complete the notification to LEA documentation for child find purposes no less than 90 days prior to the child's third birthday. This document will be sent via the US Postal Service or email to the SoonerStart (SS) site's school contact. Parents' consent is not required.	Between 27 and 33 months of age; must be at least 90 days prior to 3 rd birthday
2	Initiate transition with the family to review transition options for LEA and/or community service. Transition is initiated at an IFSP meeting with the family.	Between 27 and 33 months of age; must be at least 90 days prior to 3 rd birthday
3	Get written consent from the parents to refer the child to the selected LEA and to share records with the district.	Between 27 and 33 months of age
4	If parents gave consent, <u>SHARE</u> the SS EdPlan record with the LEA through the message board. The Resource Coordinator will email their school contact that the child's records are ready to be "shared" in EdPlan. When the record is shared, "Transfer Student Records" will show in Student History.	At any time after transition is initiated on the IFSP
5	Coordinate, schedule and facilitate a Transition Planning Conference (TPC) with the family and the LEA. When contacting the LEA, remind the school contact that the records are available in their "Inactive Students" list.	At least 90 days prior to 3 rd birthday
6	Complete transition activities with the family and child to prepare for the new setting.	At any time after transition is initiated on the IFSP
7	Review record for ECO completion (if applicable) and a completed transition page, then inactivate at age 3.	Within 5 working days after the 3 rd birthday

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Sharing SoonerStart Records With the LEA

September 2017

The LEA will:		Timeline
1	Receive the notification to LEA documentation.	At notification
If parents gave consent for the child to be referred to the LEA by SoonerStart...		
2	Receive the shared SS EdPlan records. Records will appear in “Inactive Students” in the LEA’s EdPlan. The site code will be blank in the shared record and unassigned to a specific site. The LEA’s EdPlan Administrator will activate the record and assign it to the appropriate staff for review before TPC. Paper records will not be mailed. <i>The SS school contact will receive an email notification from SoonerStart when records are in the process of being shared. The school contact is responsible for notifying the EdPlan Administrator that the record needs to be re-activated and assigned to the relevant person.</i>	After records are shared
2a	After activating the record, change the local ID for the child in the personal information.	After records are shared
3	Participate in the TPC.	When scheduled; at least 90 days prior to 3 rd birthday
4	The LEA will review existing data (RED) and consider all records provided by SoonerStart and the family to identify what, if any, additional evaluation information is needed to determine if the child is eligible for Part B services.	Following the TPC
5	Finalize the decision of the RED in EdPlan. If the decision of the RED team will require parental consent, finalize the parental consent in OK EdPlan and proceed with the eligibility determination process.	Prior to the 3 rd birthday
6	Conduct a MEEGS meeting to review evaluation and determine eligibility. If eligible, finalize the eligibility determination and proceed with the IEP meeting. Finalize the IEP. The meeting date will be prior to the start date of the IEP (child’s 3 rd birthday). The end date will be 1 year from the meeting date. If the MEEGs determines the student is not eligible, finalize the eligibility determination and inactivate the record.	Prior to the 3 rd birthday
7	If eligible, enroll the child in the SIS per recommended guidelines. The child will have been assigned an STN already, but you do not need to include the STN when enrollment is sent to the WAVE. The WAVE will assign the STN that was given through SoonerStart. (Pre-enrollment may occur earlier if desired.)	Upon the 3 rd birthday, or after eligibility if later

If parents did not give consent for the child to be referred to the LEA by SoonerStart...		
2	The child’s records will not be shared. Follow standard LEA “child find” procedures for considering a notification to LEA after the child’s 3 rd birthday. The child will have an STN in the WAVE.	After notification