

**Region 7 (Greater Manchester Area)
Memorandum of Agreement
For Transition**

Developed December 2007
Effective January 2, 2008
Revised September 2008

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Memorandum of Agreement

For Transition

Section I - Overview

A. Introduction

This Memorandum of Agreement is entered into by the Moore Center Services, Inc., whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its own Early Supports and Services program, its vendor program Easter Seals NH Family-Centered Early Supports and Services and any other vendor program the Moore Center employs, the Manchester School District, Goffstown School District, Londonderry School District, Bedford School District, Auburn School District, Candia School District, Hooksett School District and New Boston School District.

B. Purpose

We, the providers of services for young children with disabilities and their families in the Greater Manchester Area, are committed to creating a collaborative process to ensure that those we serve experience a smooth and high quality transition from Early Supports and Services to Preschool Special Education. This process, while respectful of both service delivery systems and of families’ confidentiality and choice, promotes increased accountability, efficiency and communication that will benefit families and all those who serve them. We acknowledge that the following process is set forth to meet federal and state requirements, and most importantly to assist families in a smooth transition. We recognize that multiple factors affect this process including the age at which a child is first referred for services, families’ preferences, and our own human fallibility. Good communication among all parties is encouraged as the best remedy for overcoming the inevitable deviation from the ideal process.

C. Scope

This agreement shall be effective July 1, 2008 through June 30, 2011 and reviewed annually in the spring by representatives from the Manchester School District, Goffstown School District, Londonderry School District, Bedford School District, Auburn School District, Candia School District, Hooksett School District and New Boston School District, Easter Seals NH Family-Centered Early Supports and Services, the Moore Center Services, Inc., any other vendor program the Moore Center employs, and the Supporting Successful Early Childhood Transitions Project.

D. Participants

This agreement and procedures have been developed and/or reviewed by the following:

Representative	Agency/Districts	Contact Information
See Contact Information and Signature Page		

Section II –General Steps of the Transition Process

	EARLY SUPPORTS AND SERVICES	SCHOOL DISTRICT	PARENTS
<i>Transition Plan</i>	Coordinate development and implementation		Participate fully in development and implementation
<i>Transition Conference</i>	Coordinate and Conduct transition conference	Attend/Actively participate	Give permission in timely manner and fully participate
<i>Referral Process</i>	Initiate referral in a timely manner	Receive/ Complete/ Act within required timelines	Give permission in timely manner and fully participate
<i>IEP Process</i>	Participate in process of developing initial IEP, as appropriate	Schedule/ Conduct IEP meetings within required timelines and in a family friendly manner	Attend meetings and participate fully in IEP process
<i>IEP</i>		Implement IEP	Sign IEP and support implementation

Section III –Protocols and Procedures for Transitions from Family Centered Early Supports and Services vendor programs of the Moore Center Services, Inc. to Preschool Special Education Programs in Region 7

Protocol 1: Moore Center Services, Inc, its ESS Vendor Programs and School Districts shall comply with Child Find Notification/Child Find requirements.

Procedures

- 1.1 Moore Center Services, Inc, and its ESS Vendor Programs shall comply with ESS notification requirements for child find purposes only as required under Part C IDEA 2004 and as outlined by the Department of Health and Human Services, Bureau of Developmental Services, Family Centered Early Supports and Services.
- 1.2 The ESS Service Coordinator shall explain Notification and the Opt-Out policy to the parents of children actively enrolled in ESS, who are approaching their 24 month birthday or who enrolled in ESS after their 24 month birthday. This explanation will be provided to parents prior to Moore Center Services Inc.’s distribution of the notification information to the school districts. Families shall be provided with a copy of *Understanding ESS Notification to Local School Districts for Child Find* brochure. Families may choose to Opt-Out of Notification. Documentation that Notification and the choice to Opt-Out were explained to families will be made in the child’s record and in the ESS electronic data base (NHSEIS).
- 1.3 Unless a family opts-out, Moore Center Services, Inc shall transmit written notification information to the Special Education Director of the local school district, and/or this Director’s designee. Notification information will be sent by mail monthly, at the beginning of each month. The monthly report containing this information shall include all the children actively enrolled in ESS whose 24-month birthday occurs during the month that is beginning. (For example, a report dated September 1 shall include those children who will have their second birthday during September.) Notification information is limited to:
 - Child’s name
 - Child’s date of birth
 - Parent(s)’s name(s)
 - Parent(s)’s contact information
- 1.4 A second report will also be sent by mail monthly, which shall include children older than 24 months who became newly enrolled in ESS two months prior to the month of the report. (For example, a report dated September 1 shall include those children who were older than 24 months when they enrolled in ESS during the month of August.)

- 1.5 As outlined in Part C of the IDEA 2004, ESS notification is not a referral and families may opt out of notification. However, a family's choice to opt out of notification shall not impact the transition or referral process.
- 1.6 School Districts shall have clear policies and procedures in place for both ESS notification, and referral. Districts shall include in their Child Find policies and procedures a process for responding to families for whom they have received notification from ESS.
- 1.7 School Districts shall inform Moore Center Services, Inc and ESS vendor programs of how they are responding to Notification so that they may better inform families.
- 1.8 School Districts shall notify Moore Center Services, Inc. of whom, in addition to or in place of the Special Education Director, is a designee to receive Notification information. This shall be documented in writing (a printed email will suffice.)

Protocol 2: The ESS program shall develop a transition plan in the IFSP in accordance with HeM 510 and Part C of the IDEA 2004

Procedures

- 2.1 When a child receiving ESS is 24 months of age (or earlier if appropriate) the IFSP team shall develop and begin to implement a written transition plan. The written transition plan is developed and becomes part of the child's IFSP.
 - When a child is determined eligible for ESS after 24 months of age, the written transition plan shall be included in the initial IFSP.

- 2.2 In developing the transition plan the ESS Service Coordinator shall include a discussion of
 - All available community options (including preschool special education, area agency services, private therapies, private child care and preschools, recreation, family supports, and other resources),
 - Parental rights and responsibilities under HeM 510 and Part C of IDEA 2004 in the transition process
 - Timelines for referral to preschool special education and/or other community options.

- 2.3 When the IFSP team is creating the transition plan, the ESS Service Coordinator shall provide the family with a copy of the *Transition from Family-Centered Early Supports and Services: A Guide for Families*.

Protocol 3: With parental permission, ESS shall initiate contact with the appropriate School District to schedule the Transition Conference

Procedures

- 3.1 With written parental consent, a Transition Conference Invitation (Form 1 Section IV) shall be sent to the School District Preschool Contact by the ESS Coordinator when the child is between 28 and 30 months of age, or earlier at parent's request.
 - The invitation shall include
 - date and time that home visits typically occur
 - date by which the conference must be held to meet state and federal regulations.
- 3.2 When circumstances warrant (such as a child who is determined eligible for ESS after 30 months of age or at the parent's request) and parents agree, the Transition Conference Invitation and the Referral (See Protocol 5) may be sent to the appropriate Preschool Contact simultaneously.
- 3.3 A School District may request parental permission to combine the Transition Conference and the Disposition of Referral meeting. See Protocol 7.

Protocol 4: With parental permission, ESS shall schedule the Transition Conference

Procedures

- 4.1 The ESS Service Coordinator shall follow up with the School District Preschool Contact via phone call and/or email to schedule the Transition Conference. Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact when scheduling the Transition Conference. However, to comply with the requirements of Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 4.2 A formal notice indicating the date, time and location of the transition conference shall be sent to the School District Preschool Contact and the family by the Service Coordinator once a date has been set (Form 2 Section IV)
- 4.3 The Transition Conference shall occur when a child is between 30 and 31 months of age.
 - In accordance with the HeM 510 and Part C of the IDEA 2004, the Transition Conference must occur no less than 90 days before the child's third birthday but no earlier than nine months before the third birthday.
 - A parent may refuse permission to hold a transition conference.
- 4.4 A School District may request parental permission to combine the Transition Conference and the Disposition of Referral meeting and for parental permission to share information prior to the Transition Conference. See Protocol 7.

Protocol 5: The ESS Service Coordinator shall facilitate the Transition Conference.

Procedures

- 5.1 The School District shall send a representative to the Transition Conference as required by IDEA 2004—20 U.S.C. 1412 (a) (9)—and the NH Rules—ED 1107.02 (h).
- 5.2 The ESS Service Coordinator chairs the Transition Conference. At the Transition Conference:
 - The family shall share information about their child
 - The School District representative shall share information about program options from the time the child is three until the end of the school year.
 - Transition Plan specifics are discussed and updated including when a referral might be sent and potential IEP Team meeting dates for the disposition of referral and/or evaluation, as applicable.
- 5.3 Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact when scheduling the Transition Conference. However, to comply with the requirements of Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 5.4 Whenever appropriate, meetings can be combined, such as the disposition of referral meeting and transition conference as long as all participants required under the respective regulations are in attendance and meetings are held within the timeline requirements of state and federal regulations. See Protocol 7.
- 5.5 In the event that the School District and the parent have agreed to combine the Transition Conference and the Disposition of Referral meeting, the ESS Service coordinator may provide the Preschool Contact with the referral at the Transition Conference. See Protocol 7.

Protocol 6: With parental permission, ESS shall initiate a referral to the appropriate School District

Procedures

- 6.1 With written parental consent, the ESS Service Coordinator shall send a referral letter to the appropriate School District Preschool Contact following the Transition Conference that occurs when the child is between 30 and 31 months of age, unless a parent chooses otherwise. (Form 3 Section IV) A copy of the referral letter shall also be provided to the parent.
- Parents may agree that a referral will be made prior to or during the Transition Conference. See Protocol 7
- 6.2 Appropriate exceptions to referral by 31 months:
- Parent request for an earlier or later referral
 - Parents have chosen not to refer
 - A referral to ESS of a child who is older than 30 months of age
 - For children referred to ESS after 30 months of age, see Protocol 12
- 6.3 In addition to the referral letter, ESS shall send a copy of:
- Current evaluations, including the date and disciplines
 - Current IFSP
- 6.4 If the family has not heard from the School District Preschool Contact within ten days of sending the referral, either the family or the ESS Service Coordinator (at the family's request) shall make a courtesy contact to the School District Preschool Contact regarding the status of the referral.
- 6.5 When circumstances warrant (such as a child who is determined eligible for ESS after 30 months of age or at the parents' request) and parents have given written consent, the Transition Conference Invitation and the Referral (See Protocol 5) may be sent to the appropriate Preschool Contact simultaneously.

Protocol 7: Procedures for the combination of the Transition Conference and Disposition of Referral meeting if a parent chooses to make a referral prior to or during the Transition Conference.

Procedures

- 7.1 Per Protocol 5.4, the Transition Conference and the Disposition of Referral meeting may be combined IF ALL of the following conditions are met:
 - the family agrees
 - the family is provided Prior Written Notice at least 10 days prior to the meeting as required by the NH Rules for the Education of Children with Disabilities. Families may agree to waive the 10 days advance notice
 - all IEP team members required by the NH Rules for the Education of Children with Disabilities and HeM 510 are in attendance
- 7.2 In the event a School District and parent wishes to combine the Transition Conference and Disposition of Referral meeting, they shall inform the ESS Service Coordinator of this intent at the time they are scheduling the Transition Conference. With parental permission, the ESS Service Coordinator shall bring the referral to the meeting.
- 7.3 The Service Coordinator shall explain the School District's request to the family, including what a referral and disposition of referral meeting are, and explain that a family has the right to choose not to make a referral at this time and limit the meeting to only a Transition Conference.
- 7.4 If a referral is sent prior to the Transition Conference, the school district has 15 calendar days to schedule and conduct a Disposition of Referral meeting, regardless of the date of the scheduled Transition Conference and the age of the child.
- 7.5 Regardless of whether the family gives permission to hold a combined Transition Conference and Disposition of Referral meeting, the Transition Conference shall be held at the date and time agreed upon.
- 7.6 In the event that the Transition Conference and Disposition of Referral meeting, or any other meeting in the transition or special education process, are combined, the school district shall ensure that all IEP team members required under the NH Rules for the Education of Children with Disabilities are in attendance.
- 7.7 As required by the NH Rules for the Education of Children with Disabilities, written parental permission is required before any evaluation may be conducted by the school district. This includes an observation of the child while at the Transition Conference/Disposition of Referral meeting. Parents may give written permission at the meeting for the observation/evaluation to occur. Without

written permission, the IEP team may not use the observation/information as part of determining eligibility or present levels.

- 7.8 Parents shall be provided with Written Prior Notice of all proposals/refusal that occur at any meeting (Disposition of Referral, Evaluation, Eligibility, IEP and Placement) so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions regarding any proposal by the IEP team.

Protocol 8: The School District shall schedule/convene the IEP team and conduct the Disposition of Referral process.

Procedures

- 8.1 Upon receiving a Referral from ESS, regardless of the child's age, the School District Preschool Contact shall contact the family acknowledging the receipt of the referral.
- 8.2 Within 15 calendar days from receiving a referral from an ESS Service Coordinator, regardless of the age of the child, the School District shall schedule and convene the IEP Team, which includes the family, and conduct a Disposition of Referral meeting. With parental permission, the School District shall invite the ESS Service Coordinator.
- 8.3 Effort shall be made to schedule the Disposition of Referral meeting during a convenient time for the ESS Service Coordinator, however, the Disposition of Referral meeting shall be conducted if the Service Coordinator is unable to attend to ensure the meeting occurs within the 15 calendar day timeline required by the NH Rules for the Education of Children with Disabilities.
- 8.4 As part of the referral process, the school district shall provide the parents with the Procedural Safeguards handbook and other materials regarding their rights and responsibilities in the special education process.
- 8.5 Whenever appropriate and if parents agree, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and the timing of the meetings is within state and federal regulatory requirements. See Protocol 7.
- 8.6 The IEP team, which includes the family, shall discuss and determine if and how any previously administered evaluations will be utilized and if further evaluation is necessary to determine eligibility. If further evaluation is needed, the School District shall obtain parents' written permission to conduct the evaluation.
- 8.7 The NH Rules for the Education of Children with Disabilities require a school district to act upon a referral regardless of its source and age of the child. The School District may request an informational packet be completed by the family, however, failure by the parent to complete the packet cannot be used to defer the timelines for the disposition of the referral or the evaluation.

Protocol 9: Based upon the outcome of the disposition, the School District shall schedule/conduct evaluations and convene the IEP Team to determine eligibility for special education services, document services through the IEP and determine placement as appropriate.

Procedures

- 9.1 The School District shall invite the parents via written meeting notification to all IEP team meetings and shall invite the ESS Service Coordinator (unless a parent requests other wise) to assist with a smooth transition. Every effort shall be made to schedule meetings at a mutually convenient time for the ESS Service Coordinator. However to ensure meetings occur within the timelines required by the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, all IEP meetings shall be conducted regardless of whether the ESS Service Coordinator is able to attend.
- 9.2 The School District shall complete the evaluation, if appropriate, and convene the IEP team, which includes the parents, for an eligibility determination meeting within 45 days from receipt of parent's written permission for evaluation, to discuss evaluation results and determine eligibility, as required by the NH Rules for the Education of Children with Disabilities.
- 9.3 If the IEP team, which includes the parents, determines the child is eligible for special education services, an Individual Education Program (IEP) shall be developed by the IEP team within 30 days from determining eligibility.
- 9.4 After determining the supports and services necessary to provide the child with a free appropriate public education (FAPE) and documenting goals and services in the IEP, placement shall be decided by the IEP team and based on the Least Restrictive Environment (LRE).
- 9.5 The IEP team, which includes parents, can choose to combine meeting purposes e.g., eligibility, IEP, and placement. Parents shall be notified of the purpose of meetings on the notice of meeting form.
- 9.6 The IEP team shall provide parents with Written Prior Notice of all proposals/refusals so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions about any proposal by the IEP team.
- 9.7 The school district shall comply with all NHSEIS reporting requirements including reporting whether a child referred by ESS is determined to be eligible as a child with a disability or if the child is found not to be eligible as a child with a disability.

Protocol 10: ESS shall share updated information with the School District prior to the child's third birthday

- 10.1 When the child is 34 months, the ESS Service Coordinator shall send an updated IFSP if applicable and any new evaluations to the School District Preschool Contact.

- 10.2 If the child's most recent evaluation is more than six months old, a Transition Progress Note (Form 4 Section IV) shall be sent to the School District Preschool Contact when the child is 34 months.

Protocol 11: Implementation: A signed IEP shall be in place by the child's 3rd birthday.

Procedures

- 11.1 In accordance with the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, the IEP shall be agreed upon and signed by the School District LEA representative and the parent(s) by the child's third birthday.

- 11.2 By NH definition, the date of development and implementation is the date of parental consent to the IEP. Per state and federal law, an IEP with the date to begin the provision of special education and related services must be agreed on by both the LEA and parent by the child's third birthday, regardless of when the child turns 3. ('06 FY Memo 25)

Protocol 12: Children whose third birthday occurs during the summer months are entitled to FAPE on their third birthday.

Procedures

- 12.1 Regardless of when a child's third birthday is, per state and federal law, an IEP with the date to begin the provision of special education and related services must be agreed on by both the LEA and parent by the child's third birthday, regardless of when the child turns 3.
- 12.2 The start date for provision of special education and related services may be at a date after the third birthday as determined appropriate by the IEP team, which includes the parents.
- 12.3 With agreement from the family, the IEP team may choose to complete eligibility determination and develop the IEP for a child who has a summer or early fall birthday, prior to the end of the previous school year. If this occurs, ESS will work with the school district and will still provide the district with updated information within the timelines outlined in the agreement.

Protocol 13: Procedures for children who are referred to ESS after 30 months of age

Procedures

- 13.1 When a child who is 30 months of age or older is referred to ESS, the transition process shall be explained to the family as part of the initial intake process by the Intake Coordinator at the Area Agency. If appropriate, the Intake Coordinator shall ask for written parent consent to share information with the appropriate School District. The parent shall decide whether a referral should be made immediately to the School District.
- 13.2 If appropriate, and with parent consent, the ESS Service Coordinator may invite the School District to participate in the initial evaluation by ESS.
- 13.3 Upon determination of eligibility, the ESS Service Coordinator shall discuss with the family the transition process and document a transition plan. The written transition plan is developed and becomes a part of the initial IFSP.
- 13.4 The School District and ESS shall work collaboratively to create a plan for the necessary steps to ensure that a child who is referred and found eligible for ESS when they are 30 months and older, has an IEP in place by the child's third birthday.
- 13.5 In scheduling the Transition Conference, every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact. In accordance with Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 13.6 In scheduling the Disposition of Referral and other IEP meetings, every effort shall be made by the school district to find a mutually convenient time for the ESS Service Coordinator. However, all IEP meetings shall still be conducted if the Service Coordinator is unable to attend to ensure timelines required by the NH Rules for the Education of Children with Disabilities and IDEA 2004 are met.
- 13.7 Whenever appropriate, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and the timing of the meetings is within state and federal regulatory requirements. See Protocol 7.

Protocol 14: Procedures for addressing concerns

Procedures

- 14.1 The parties of this MOA recognize that multiple factors affect the transition process including the age at which a child is first referred for services, family preferences, and our own human fallibility. Good communication among all parties is encouraged as the best remedy for overcoming the inevitable deviation from the ideal process.
- 14.2 When one party is concerned that the other is not following through with their responsibilities as outlined in good faith in the Memorandum of Agreement, the questioning party shall first consider whether the issue is related to unique circumstances (such as a family's refusal to give permission to refer or an unexpected staff illness) or whether the issue demonstrates a systemic issue. The questioning party shall discuss their concerns directly with the person or persons involved and shall have documentation of their concerns.
- 14.3 Should the issue continue beyond the initial conversation, the administrator of the party involved shall be contacted. See Contact List.

Protocol 15: Procedure for review of the Memorandum of Agreement

- 15.1 Representatives from the Moore Center Services, Inc., Easter Seals Family-Centered Early Supports and Services, any other vendor program with which the Moore Center contracts, the Manchester School District, Goffstown School District, Londonderry School District, Bedford School District, Auburn School District, Candia School District, Hooksett School District and New Boston School District shall convene in the spring of each year to review and make changes to the Memorandum of Agreement as necessary.

***Section IV –
Contact Information***

CONTACT INFORMATION

Early Supports and Services Contact List

Area Agency Contact Information

REFERRAL CONTACT	NOTIFICATION CONTACT	NHSEIS CONTACT	ADMINISTRATION
Elizabeth Warner Intake Coordinator Moore Center Services, Inc 195 McGregor Street Unit 400 Manchester, NH 03102 (603) 206-2732	Jenny Todd ESS Manager Moore Center Services, Inc. 195 McGregor Street Unit 400 Manchester, NH 03102 (603) 206-2806	Jenny Todd ESS Manager Moore Center Services, Inc. 195 McGregor Street Unit 400 Manchester, NH 03102 (603) 206-2806	Susan Marcotte-Jenkins Director of Children's Services Moore Center Services, Inc. 195 McGregor Street Unit 400 Manchester, NH 03102 603-206-2802

Early Supports and Services Programs

PROGRAM NAME	DIRECTOR	ADMINISTRATION
Moore Center Services Early Supports and Services Program	Susan Marcotte-Jenkins Director of Children's Services Moore Center Services, Inc. 195 McGregor Street Unit 400 Manchester, NH 03102 603-206-2802	Susan Marcotte-Jenkins Director of Children's Services Moore Center Services, Inc. 195 McGregor Street Unit 400 Manchester, NH 03102 603-206-2802
Easter Seals Early Supports and Services	Lynne K. Thomas PT Assistant Director of Early Supports and Services Easter Seals 555 Auburn Street Manchester, NH 03103 603-621-3568	Anne Smith Director of Children's Services Easter Seals 555 Auburn Street Manchester, NH 03103 603-621-3540

School District Contact List

SAU	TOWN	REFERRAL CONTACT	PRESCHOOL CONTACT	ADMINISTRATION
	Manchester	Judith O'Brien Manchester Child Find 555 Auburn Street Manchester, NH 03103 (603) 628-6257	Judith O'Brien Manchester Child Find 555 Auburn Street Manchester, NH 03103 (603) 628-6257	Patricia Storm Principal Selma Deitch Early Learning Program 555 Auburn Street Manchester, NH 03103 (603) 624-6325

	Goffstown	Leslie T. Doster, M.Ed. Principal Glen Lake School 251 Elm Street Goffstown, NH 03045 (603) 497-3550	Leslie T. Doster, M.Ed. Principal Glen Lake School 251 Elm Street Goffstown, NH 03045 (603) 497-3550	Brian Balke Asst. Superintendent Special Education Administration SAU 19 11 School Street Goffstown, NH 03045 (603) 497-4818
	Londonderry	Lynn Slapsys Preschool Coordinator Moose Hill School 150 Pillsbury Road Londonderry, NH 03053 (603) 437-6901	Lynn Slapsys Preschool Coordinator Moose Hill School 150 Pillsbury Road Londonderry, NH 03053 (603) 437-6901	Kim Carpinone Director Of Pupil Services Services SAU 12 268 Mammoth Road Londonderry, NH 03053 (603) 432-6920 X113
	Bedford	Christena Lassonde Coordinator, Bedford Early education Program Memorial School 55 Old Bedford Rd. Bedford, NH 03110 627-1776, x216	Christena Lassonde Coordinator, Bedford Early education Program Memorial School 55 Old Bedford Rd. Bedford, NH 03110 627-1776, x216	Kathleen Conlin Director of Special Services Bedford School District 103 County Rd. Bedford, NH 03110 472-3755
	Auburn	Wendy Hankin Auburn Village School 11 Eaton Road Auburn, NH 03032 (603) 483-2769	Wendy Hankin Auburn Village School 11 Eaton Road Auburn, NH 03032 (603) 483-2769	Anne McSweeney Director Of Special Services Auburn Village School 11 Eaton Road Auburn, NH 03032 (603) 483-2769
	Candia	Becky Forrestall Henry R. Moore School 12 Deerfield Road Candia, NH 03034 (603) 483-5628	Becky Forrestall Henry R. Moore School 12 Deerfield Road Candia, NH 03034 (603) 483-5628	Maria Suprenant Special Education Director Henry R. Moore School 12 Deerfield Road Candia, NH 03034 (603) 483-5628
	Hooksett	Rebecca Roy Preschool Coordinator Underhill School 2 Sherwood Drive Hooksett, NH 03106 (603) 623-7233 x18	Rebecca Roy Preschool Coordinator Underhill School 2 Sherwood Drive Hooksett, NH 03106 (603) 623-7233 x18	Marge Polak Special Education Director Hooksett Memorial School 5 Memorial Drive Hooksett, NH 03106 (603) 485-5104
	New Boston	Tori Tuthill Assistant Principal New Boston Central School 15 Central School Road New Boston, NH 03070 (603) 487-2211	Tori Tuthill Assistant Principal New Boston Central School 15 Central School Road New Boston, NH 03070 (603) 487-2211	Brian Balke Asst. Superintendent Special Education Administration SAU 19 11 School Street Goffstown, NH 03045 (603) 497-4818

Section V – Sample Forms

**EASTER SEALS NEW HAMPSHIRE
555 AUBURN ST.
MANCHESTER, NH 03013**

Name of Preschool Coor'r
Add Line 1
Add Line 2
Add Line 3

Dear Preschool Coor's Name:

You are invited by Parent(s)' Name(s) and ESS Service Coordinator's Name, their Early Support and Services Coordinator, to attend a Transition Conference for Child's Full Name, whose date of birth is Child's DOB. They live at and the telephone number is .This will give you an opportunity to observe a home visit and meet Child's first name's family prior to his transition from Early Supports and Services. The goal of this meeting is for all parties to get to know each other and begin building a positive working relationship that will facilitate the transition process.

Home visits are regularly scheduled for Day of week and hour of day. I will call you before mmmmmmm dd, yyyy to arrange a time to meet. ESS regulations require that this transition conference occur no less than 90 days before a child's third birthday. We are required to have the conference even if the school district is not able to attend. Therefore, in order to meet our requirements, this meeting will be held by mmmmmmm dd, yyyy. I am looking forward to working together with you.

Sincerely,

Service Coordinator Signature

Date

Service Coordinator Printed Name and Phone Number

cc: parents, chart

**EASTER SEALS NEW HAMPSHIRE
555 AUBURN STREET,
MANCHESTER, NH 03103**

FAMILY CENTERED EARLY SUPPORTS AND SERVICES

NOTICE OF TRANSITION CONFERENCE

Child's Name: *Child's Name*

Parent(s)/Guardian(s) Name(s): *Name(s)*

Dear Preschool Coordinator:

Easter Seals Family Centered Early Supports and Services would like to invite you to attend a meeting that has been scheduled with the family to discuss the transition process.

Date of Meeting: _____

Time: _____

Place: _____

Address: _____

Telephone Number: _____

Persons Invited: (per family request):

Please notify us if you cannot attend. We look forward to working with you.

Signature, Service Coordinator - Date Signature, Parent/Responsible Party - Date

Printed Name of Serv. Coord. and Phone # Printed Name of Parent/Responsible Party

Cc: parents, Chart

**EASTER SEALS NEW HAMPSHIRE
555 AUBURN STREET
MANCHESTER, NH 03103**

REFERRAL TO SPECIAL EDUCATION

TO: Child Find Coordinator's Name
School District
Address Line 1
Address Line 2

Dear Coordinator's Name:

Easter Seals Family Centered Early Supports and Services (FCESS) and the parent of Child's Name (Date of Birth MM/dd/yyyy) is referring him for consideration of an educational disability. The parent is Parent(s)/Guardian(s)' Name(s) whose contact information is

Address: Address
Telephone(s): Telephone Number(s)

Child's Name has been involved with FCESS since mm/dd/yyyy because basis for child's eligibility in ESS. His last evaluation was on mm/dd/yyyy. The evaluation was done by

- an early childhood special educator an occupational therapist
 a speech and language pathologist a physical therapist
 other: _____
 A copy of this evaluation and the current IFSP are enclosed.
 A Transition Summary of Progress¹ will be sent to you by __/__/____.
 A copy of a new evaluation² will be sent to you by __/__/____.
 Other important information

In addition to FCESS, Child's Name receives services from the following agency(ies):

Agency Name (and Contact Information)

1. _____
2. _____

The family's primary language is . The family will require an interpreter.

I understand that you will contact Name(s) of Parent(s)/Guardian(s) for the disposition of this referral within 15 days of this referral to special education. Please let me know if I can provide any additional information to assist you in better understanding this child's needs.

Sincerely,

Service Coordinator Signature
Service Coordinator Printed Name

Date: Date

Phone: Phone

cc: Name(s) of Parent(s)/Guardian(s); FCESS Program Director; Chart, NHSEIS data entry

¹ Transition Summary of Progress sent if, by the child's 3rd birthday, the evaluation is more than six months but less than one year old.

² New evaluation is done if, by the child's 3rd birthday, the current evaluation is older than one year.

EASTER SEALS
555 Auburn Street
Manchester, NH 03103

**FAMILY CENTERED EARLY SUPPORTS AND SERVICES
TRANSITION SUMMARY OF PROGRESS**

CHILD'S NAME: _____ DOB: ___/___/___

ADDRESS: _____ DOR: ___/___/___

PARENT(S)/GUARDIAN(S): _____

PHYSICIAN: _____ CHILD'S AGE: _____

BACKGROUND INFORMATION *Information regarding when/how the child became eligible for FCESS. Services the child is currently receiving. Any new medical information, additional specialists, and the current diagnosis(es):*

PARENTS' CONCERNS REGARDING THE TRANSITION PROCESS:

DEVELOPMENTAL PROFILE: *Includes the child's progress from the most recent evaluation (provides the date of that evaluation). Elaborates only about areas of functioning that is not age appropriate. Does not provide age ranges. Addresses the following areas:*

- *Learning style:*
- *How the child learns and plays:*
- *Favorite toys and/or activities*
- *Gross motor skills**Fine motor skills:*
- *Cognition:*
- *Receptive and expressive language:*
- *Social and emotional development:*
- *Self-help skills:*
- *Sensory/vision/hearing:*

SIGNATURE, Service Coordinator *Date*

PRINTED NAME, Service Coordinator

cc: *Parent(s)/Guardian(s)*