

## *Service Coordinator “Script” to explain Directory Information*

### **Scenario 1 - For children in the First Steps program prior to age 2:**

The Service Coordinator prepares the transition packet (e.g., transition brochure, DVD, and directory information) to give to the family **at an IFSP meeting held closest to child’s 2<sup>nd</sup> birthday**. At this time the Service Coordinator informs the family of “Directory Information.” The following script would be appropriate for the Service Coordinator to use:

“As you know, First Steps will end when \_\_\_(*child’s name*)\_\_\_ turns 3 years old. There are several options for community programs that \_\_\_(*child’s name*)\_\_\_ may attend after First Steps, including [insert local options: Head Start, private preschool, childcare center, or Early Childhood Special Education (ECSE) at the local school district].

“I have some information to share with you today that helps explain the process of transition, so you can begin thinking about where your child may go after First Steps. [Show brochure and DVD].

“I am required to notify the local school district when a child in First Steps will soon reach the age of 3 and may be eligible for ECSE services. This information helps the school district plan ahead for their program. It helps support a smooth transition from First Steps.

“The required information includes \_\_\_(child’s)\_\_\_ name, and date of birth; and your name, address and phone number, and I will share this with the local school district, unless you object. Do you object to me providing that limited information to the local school?”

**OR**

### **Scenario 2 - For children referred to First Steps at age 2 and older:**

The Service Coordinator prepares the transition packet (e.g., transition brochure, DVD, and directory information) to give to the **family at the initial visit (intake) or when planning for the initial IFSP meeting**. It is at that time the Service Coordinator informs the family of “Directory Information.” The discussion is the same as above.

**NOTE:** When preparing and scheduling the transition meeting, the SC will follow standard transition procedures to invite community programs, including the LEA, and obtain a Release of Information (ROI) prior to or at the transition meeting for release of any EI records.