

Transition Meeting Information Sent to ECSE

Name:

Date of Birth:

Date:

Dear _____,



The child mentioned above is currently in First Steps and will be turning three soon. A First Steps transition conference with ECSE was held on _____ where the family asked that their child be referred to the public school. *(Date)*

Enclosed is the information that the family agreed to release to assist in the transition process:

Parent/Guardian Name(s):

Address:

Current IFSP dated:

Evaluation/Assessment dated:

I hope these reports assist you in determining eligibility for the Early Childhood Special Education (ECSE) program. We are looking forward to working with you to help this child and family make a smooth transition from First Steps.

If I can be of further assistance, please feel free to contact me at:

(_____) _____ - _____ or _____.
(Phone Number) *(Email)*

Sincerely,

Service Coordinator

Enclosures