

El Service Coordinator

- **Print and bring to the transition meeting**
 - EI IFSP progress review
 - AEPS summary
 - Prior notice of action – exit EI
 - Procedural safeguards booklet and log
 - Evaluation Report and Evaluation Report Parent Handout
 - Eligibility form(s)
- **Responsibilities at meeting**
 - Review child's IFSP progress and AEPS summary
 - Review evaluation process and results
 - Facilitate eligibility determination
 - Participate in IFSP development
 - Organize evaluation and eligibility paperwork and attach distribution checklist (mark where your documents need to be sent) and give to ECSE representative
- **After meeting**
 - Update contact log with date of meeting, eligibility decision, and name of ECSE Service Coordinator and that file was given the ECSE service rep.

ECSE Service Rep

- **Print and bring to the meeting:**
 - All IFSP forms needed for initial IFSP
 - Written Agreements form, if needed
 - Provision Consent form
 - ECSE Insurance form
 - FERPA and other exchange forms (*All children with hearing impairment, ask for permission to exchange with EHDl*)
 - Placement ½ sheet and information about available group times and days
 - Snack/photo form
 - Additional Info form
 - Transportation form
 - Emergency form
 - Immunization form
- **Responsibilities at meeting**
 - Participate in eligibility determination
 - Facilitate initial ECSE IFSP development
 - Obtain signatures (IFSP participation)
 - Discuss Provision Consent for Special Education and obtain signature
 - Present Insurance form and other exchanges and obtain signatures
 - Review immunization requirements, and emergency and photo/snack form
 - Ask parents to complete Additional Info form
 - Complete transportation paperwork, if transportation is a needed related service
 - Discuss classroom assignment, if applicable