**Timeline of Steps for Early Childhood Transition in New Mexico**

Refer to Guidance Document for further clarification.

**People Involved**

- FIT Provider and LEA
- Parent(s) and FIT
- Parent(s) and FSC
- FSC
- LEA
- Parent(s), FIT, and LEA
- Parent(s), LEA, and qualified professionals
- Parent(s), LEA and FIT

### Notification
- Data on potentially eligible children sent to LEA.
- Local level data shared.

### Transition Planning
- Individualized steps and services added to IFSP.

### Referral to the LEA
- Referral form sent to LEA with parent consent.

### Pre-planning for Transition Conference
- Coordinate among parents, FIT, LEA on conference date.
- Provide written invitation to Transition Conference to LEA and all parties.
- Send Transition Assessment Summary Form to LEA.
- LEA reviews materials and determines who will attend.

### Transition Conference
- Explain Part B and C procedures and safeguards.
- Provide prior written notice.
- Review if all current evaluations and/or assessment have been given to LEA.
- Obtain consent for evaluation.
- Complete IFSP Transition Conference page; discuss program options and next steps with LEA.

### Initial Comprehensive Evaluation for Part B
- Part B team reviews current available assessment data (including Part C assessments).
- Part B team determines additional data and assessments needed.
- Part B team conducts initial comprehensive evaluation process in all areas of suspected disability.

### Eligibility Determination Meeting

### Evaluation Report and Documentation of Eligibility
- Evaluation report and documentation of eligibility sent to parent.

### Individualized Education Program (IEP)
- Individualized Education Program (IEP) developed and implemented.

### Fit Lead**

Quarterly based on schedule in local MOU

Initiated at initial IFSP, updated at 24 months, finalized at least 90 days and not more than 9 months before 3rd birthday

60 days prior to transition conference (if possible 6 months before child’s 3rd birthday)

At least 30 days prior to Transition Conference

At least 90 days prior to 3rd birthday (no more than 9 months prior)

Within 60 days of parent consent (and prior to child’s 3rd birthday)

By child’s 3rd birthday

No later than child’s third birthday.