

## Directions for Transition Evaluations from Part C to Part B

Indicator 12 information for the State Performance Plan is collected for all students being served in the Part C (B-3) program and now being evaluated for continued eligibility into Part B 619 (3-5).

<b>DO Report Students if:</b>	<b>DO NOT Report Students if:</b>
<ul style="list-style-type: none"> <li>• a student received Part C services and is being evaluated to determine continued eligibility into Part B.</li> <li>• you receive permission to evaluate.</li> <li>• a student whose birthday and/or eligibility meeting occurred between July 1<sup>st</sup> and June 30<sup>th</sup> of the reporting period. (Birthdates may fall outside of reporting period in some cases).</li> <li>• a student was evaluated by outside evaluators.</li> <li>• a student moves during the evaluation process.</li> <li>• a student moves into your district from another district or state who requires additional evaluations to determine S.D. eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• it is an initial referral for Part C (B- 3) services NOT Part B.</li> <li>• it is an initial referral for Part B services for students age 3-21 <b>(student did not receive Part C B-3 Services)</b>.</li> <li>• a student moves from another district or state and does not require additional evaluations to determine S.D. eligibility.</li> <li>• permission is not obtained</li> </ul>

**SUBMISSION:** Student transition testing information must be entered into Launchpad (it is recommended that you do this periodically throughout the year so that you do not get back logged or miss any students).

1. Indicator 12 data collection is completed for each fiscal year beginning July 1st and ending June 30th.
2. All transition evaluation data must be entered in Launchpad and signed off by September 1<sup>st</sup> each year. You must upload a copy of your most current school calendar for each reporting year. It is imperative that you note **snow days and/or other non-school days** to ensure accuracy. This can simply be marked on your calendar or indicated and uploaded on another sheet.
  - a. If, and only if, your district's policies state that your preschool program (if applicable) will be following a different calendar than the district calendar, that

preschool calendar must also be uploaded and noted which days are preschool only.

- b. If using a preschool calendar, note that on launchpad under the comment section for each child in the program to ensure accuracy.
3. Directions for entering student information into Launchpad can be found on our SPP webpage <https://doe.sd.gov/sped/SPP.aspx>  
Indicator 12 TA Guide: <https://doe.sd.gov/sped/documents/Indicator-12.docx>

**NOTE:** Spreadsheets are still available on our website at <https://doe.sd.gov/sped/SPP.aspx> for uploading.

### **Things to Consider when Reporting “Transition from Part C to Part B”**

1. Indicator 12 is for those students who are currently on an IFSP in the Part C program and are being evaluated for continued eligibility into the Part B program.
2. Transition planning should begin at least 90 days and not more than nine months before the child may be eligible for the preschool program under Part B.
3. Students who are 3+ years old and referred for an initial evaluation directly to Part B services (never placed on an IFSP) should be reported on Indicator 11 Initial Evaluation 3-21.
4. When entering information into Launchpad you must enter each student’s Identification Number. This is their SIMS number (if one has been assigned). Otherwise, enter “DOB+ student initials”.
5. Record the date permission was received: *This should reflect the date the school received permission **in hand***. If this date is not recorded on the consent form, the district must then use the date the parent signed consent. **These instances count as day 1.**
6. A Part B parental prior written notice for consent must be obtained for all students who are on an IFSP and referred for a Part B evaluation.
  - a. Part B parental prior written notice for consent must be obtained if the district is “pulling scores forward” to assist in determining Part B eligibility.
6. The last evaluation date must include skill-based evaluation dates.
7. Use your district calendar when counting 25-school days (Indicator 11 – reported on Indicator 12):
  - **Transition evaluations follow the Part B 25-school day timeline requirements:** If a student is not enrolled in preschool or the evaluation occurs during the summer, the district should count the days the student was brought in or scheduled for testing in another location.
  - Record the number of school days.

- a. Starting with the date permission was received in hand (day 1), and
  - b. Ending with the date the last evaluation (including skill-based) was completed.
    - i. Count all days in between in which school is scheduled including ***make-up days, half days, late start or early release days.***
    - ii. Do not include vacation days, weekends, teacher workdays, or days on which school was cancelled for the entire day unless student was brought in or scheduled for testing in another location on those days.
  - Permission to extend the timeline may be given from the parents by signing an extension on the prior notice.
    - a. This will not be counted against the district if the agreed upon timeline is met.
    - b. The school days to complete the evaluation must be recorded and the reason.
    - c. In Launchpad, indicate that “Parent signed prior notice to extend timeline” using the dropdown. Provide a reason why the extension was needed using the “Comment” box. You may also use this column to explain additional information if needed.
  - If the 25-school day count exceeds the timeline, and parents did not sign the prior notice to extend, you must use the dropdown box to choose the reason and explain in the comments.
8. If a child moves during the testing process or eligibility could not be determined, you still report the information for which you have.
9. Permission and Evaluation dates, Eligibility, and IEP Written **MUST** occur PRIOR to the child’s 3<sup>rd</sup> birthday. However, the date the IEP services begin **MUST** occur ON or AFTER the child’s 3<sup>rd</sup> birthday.

***How to record students not completed during the fiscal year:***

<b>Permission Received</b>	<b>Eligibility Determined</b>	<b>Year Recorded for Indicator 12</b>
Prior to July 1, 2023	Prior to July 1, 2023	2022-2023 (last year’s report)
Prior to July 1, 2023	After July 1, 2023	2023-2024 (this year’s report)
Prior to July 1, 2024	After July 1, 2024	2024-2025 (next year’s report)

If you have any questions, please contact the Part B 619 Coordinator or call 605-773-2594.