



## 2015-16 Directions for B-3 Transition Evaluations for Part B worksheet:

Indicator 12 information for the SPP is collected for all students on an IFSP in the Part C (B-3) programs being evaluated for continued eligibility into Part B:

**Do not include** on the Transition Evaluation spreadsheet:

- Initial referrals for Birth to 3 services.
- Initial referrals for Part B services for students age 3-21.
- Students moving from another district or state who **do not** require additional evaluations to determine SD eligibility

**Do include** on the Transition Evaluation spreadsheet:

- Students receiving Part C services and are being evaluated to determine continued eligibility into Part B.
- Students whose birthday and/or eligibility meeting occurred between July 1<sup>st</sup>, 2015 and June 30<sup>th</sup>, 2016. Birthdates may fall outside of reporting period in some cases.
- Students evaluated by outside evaluators.
- Students who moved during the evaluation process.
- Students who move into your district from another district or State who need additional evaluations to determine S.D. eligibility

**SUBMISSION OPTION 1:** Complete spreadsheet and upload to Launchpad.

1. This spreadsheet is required for SPP data collection. It will need to be completed for the fiscal year beginning July 1, 2015 and ending June 30, 2016. A compiled district spreadsheet must be submitted by September 1<sup>st</sup>, 2016 through the Launchpad application.
2. Download and save to your computer the 15-16 Transition Part C to B spreadsheet from the website at: [http://doe.sd.gov/oess/sped\\_SPP.aspx](http://doe.sd.gov/oess/sped_SPP.aspx). A final report uploaded to Launchpad should contain all the students for the district, including those done by outside evaluators. The final document must be uploaded to Launchpad and signed off on by September 1<sup>st</sup>, 2016. If the calendar for transition is different than the one submitted for Indicator 11, please submit the one used for Indicator 12 count.

**SPECIAL NOTE:** Directions for Launchpad upload can be found at [http://doe.sd.gov/oess/sped\\_SPP.aspx](http://doe.sd.gov/oess/sped_SPP.aspx).

## **Spreadsheet directions for “B-3 transition evals for Part B”**

*This worksheet is used to collect students who are on an IFSP in the Part C program and are being evaluated for continued eligibility into the Part B program.*

*Students who are less than 3 and referred for an initial evaluation directly to Part B services (never placed on an IFSP) should be recorded on the Initial Evaluation 3-21 spreadsheet.*

*The information on this sheet is what will be required to be reported and can be used during the year to begin collecting this information.*

1. Enter students first and last name in column A.
2. Enter Student Identification number in column B: Enter a SIMS number if one has been assigned, otherwise enter “DOB+ student initials”.
3. Record the student’s date of birth in column C.
4. Record the date permission was received in column D: *This should reflect the date the school received permission*, if this date is not recorded on the consent form then the district must use the date the parent signed consent. **This counts as day 1.**
  - a. 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.
  - b. 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.
5. Record the date the last evaluation was completed in column E. This includes skill-based evaluations.
6. 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 school or week days. Record the number of school days between the date permission was received and the date the last evaluation was completed in column F.
  - Use your school calendar to calculate this information.
    - a. Only days in which students are in attendance should be counted.
    - b. Do not include vacation days, weekends, teacher workdays, or days on which school was cancelled for the entire day.
    - c. Do include make-up days and half days.
  - Evaluations are required to be completed within 25 school days, if the 25 school days is exceeded, you must indicate the reason in column M.
  - Permission to extend the timeline may be given from the parents by signing to extend on the prior notice.
    - a. This will not be counted against the district if this agreed upon timeline is met.
    - b. The school days to complete the evaluation must be recorded and the reason “Parents signed prior notice to extend timeline” noted in column M.
7. Record the date eligibility determination was made in column G.
8. In column H indicate whether the team determined the student “eligible”, “not eligible” or “eligible, parent declined services”. This column has a drop down box.
9. If student is eligible for special education, in column J indicate the disability area. This column has a drop down box with the disability areas.
10. In column K indicate the date the IEP was developed.

11. In column L document the date the IEP will go into effect.
  - a. If the IEP was not in effect beginning on the child’s 3<sup>rd</sup> birthday, explain in column N.
  - b. The IEP effective date may not be prior to the child’s 3<sup>rd</sup> birthday.
12. If the date from consent to the last evaluation exceeded 25 school days, then the reason must be coded in corresponding column M. This column contains a drop down box.
13. If “Other” was selected in column M, then you must write the reason for exceeding the timeline in column N. Also use this column to explain additional information if needed.

*\*Sample spreadsheet is available at the end of this document.*

**SUBMISSION OPTION 2:** Enter students directly into Launchpad.

You can find directions on entering students in the Launchpad Guide located at:  
<http://www.doe.sd.gov/oess/documents/LaunchpGd.pdf>.

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

Permission Received	Eligibility Determined	Year Recorded for Indicator 12
Prior to July 1, 2015	Prior to July 1, 2015	2014-2015 (last year’s report)
Prior to July 1, 2015	After July 1, 2015	2015-2016 (this year’s report)
Prior to July 1, 2016	After July, 1, 2016	2016-2017 (next year’s report)

*If you find you have a student that should have been reported the previous year, please contact Wendy as soon as possible.*

If you have any questions, please contact [Wendy.Trujillo@state.sd.us](mailto:Wendy.Trujillo@state.sd.us) or call 605-773-3678.

Spreadsheet Example:

15-16 Transition Part C to B.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Student Name (last, first)	Student Identifier (SIMS, DOB+initials,	Date of Birth	Date permission received	Date last evaluation completed	School days from day permission received to day last	Date eligibility determined	Eligible for Special Education (Part B)	Disability Area	Date IEP was developed	Date IEP goes into effect	Reason 25 school days was exceeded in column E	Other	
1														
2	Giant, Green	SIMS #	07/28/2012	05/28/15	07/19/15	39	07/20/15	Part B Eligible	0570 - Developmental Delay	07/20/15	08/26/15	Parent signed prior notice to exten	Student needed surgery during evaluation period	
3	Smurf, Papa	DOB+Initials	05/10/2013	04/01/16	04/06/16	4	04/06/16	Not Eligible for Part B						
4														
5														
6														
7														