

**Early Learning Program
Transition Conference Meeting Announcement**

A transition meeting is being planned for _____ on _____ at _____.
The meeting will be held at _____.

The purpose of the transition meeting is to:

- Address specifics concerning the child
- Identify and discuss transition options available within Sitka
- Discuss evaluation process and eligibility for programs
- Discuss referral process and time lines for programs
- Address parents questions and concerns
- Review parent rights
- Develop next steps—(i.e., identify evaluations required for eligibility and who will carry them out).

Child:	BD:	Age:
Parent(s):	Family Service Coordinator:	
Parent Phone:	Transition conference date:	
Location of meeting:	Transition conference time:	

Meeting Plan:

Invited Participants:	Name:	Phone:
Parents		
ELP Family Service Coordinator		
Physical Therapist(s)		
Occupational Therapist(s)		
Speech-language Pathologist(s)		
DLP Coordinator		
SD representative		
SD Special Education Director		
Other:		

Please contact _____ at _____ if you have any questions regarding this meeting.