

TRANSITION DOCUMENTATION CHECKLIST

All meeting documentation (forms signed by parent are asterisked (*)):

- Prior Written Notice of Transition Conference
- IFSP page 7*
- FC-C Notice of Remote Meeting Outcome*
- Any DHS 4000s* needed to share IFSP or other EI records information with PCP, other programs, or family members

The following may be done at the Transition Conference but can be completed closer to the third birthday at an "exit conference:"

- Final COS Rating

OTHER GENERAL DOCUMENTATION:

Send CDS-generated letter – Notice of Meeting Outcome sent to parent. Print IFSP from CDS and send with the notice. Document in CDS "Notices and Communication" then upload copy of letter to case notes.

