

TRANSITION WRITTEN PRIOR NOTICE

Type of Transition Decision: Transition to LEA Discharge Other transition

Name – Child	Date of Meeting / Notice
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Your child will be leaving the Birth to 3 Program. We propose the following action: _____

This action is recommended based upon the following information / reason(s) explained below. The **information** used to make this decision included (ex., ongoing assessment tool, test, observation, medical reports, parent report, or other sources): _____

This **reasons** for this decision included (ex., ongoing assessment tool results, test results, list of skills observed or not observed, diagnosis, or other reason): _____

Other option(s) considered include: _____

These option(s) were rejected based upon the following information / reason(s) explained below. The **information** used to reject this option included (ex., ongoing assessment tool, test, observation, medical reports, parent report, or other sources): _____

This **reasons** for rejecting this option included (ex., ongoing assessment tool results, test results, list of skills observed or not observed, diagnosis, or other reason): _____

You have the right to agree with or refuse the proposed action. Accompanying this letter is a copy of the parent and child rights statement and the actions to take if you do not agree with the proposed action. These are a brief review of the rights. If you would like a complete copy of the parent and child rights, please contact me. Feel free to call if you have any questions.

In addition, you are informed that your child's last day in the Birth to 3 Program will be: _____
(insert date)

for the following reason(s): _____

Other option(s) considered include: _____

The **information** used to reject this option included (ex., ongoing assessment tool, test, observation, case note documentation, parent report, or other sources): _____

This **reasons** for rejecting this option included (ex., ongoing assessment tool results, case note details, diagnosis, or other reasons): _____

Name – Service Coordinator	Telephone Number
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