

September 5, 2006

Re: Transition of Infant-Toddlers into ECSE Services

The State Department is telling all Sped providers across Kansas that effective this school year that an IEP has to be written and in effect by the date of the child's 3<sup>rd</sup> birthday. No excuses are acceptable, however should an unusual circumstance arise, it must be documented and sent to this office. This also means that no IFSP's can be used as children transition into ECSE classrooms.

As well, new data entry guidelines are required of staff when any new child is admitted to EC services. These guidelines require both entry and exit assessments to determine skills that children enter services with as well as skill levels at exit.

Data collect is the responsibility of the teacher/case manager. Data entry into the State Departments data base is the responsibility of the Cooperative's Office Manager or designee.