

LEA Notification and Opt Out FAQ document Updated 10/2010

RE: The LEA Notification process:

1. What identifying information is included in the LEA Notification? The identifying information in LEA Notification is limited contact information which includes the child's name and date of birth and the primary caregiver's name and contact information.

2. Why is identifying information included in the LEA Notification? The IDEA section 637(a)(9)(A)(ii) requires States to have policies and procedures that ensure a smooth transition for children receiving Part C early intervention services to Part B preschool or other appropriate services. Policies and procedures also must include how the Part C lead agency will notify the school district (also known as local education agency or LEA) for the area in which each child resides that the child will shortly reach the age of eligibility for preschool services under Part B, as determined by State law. This is known in WI as LEA Notification and it consists of two steps. LEA Notification includes sending limited contact information (child's name, date of birth, primary caregiver contact information) to the LEA. The Office of Special Education Programs has clarified this requirement in the Letter to Elder, 2004.

3. What is the process to send LEA Notification through PPS with an opt out policy in place? LEA Notification includes two steps in Wisconsin: LEA Notification and referral. When a family has chosen to "opt out" of LEA Notification, neither of these processes occurs.

The process of sending LEA Notification through PPS includes utilizing Tools: LEA Notification on the left navigation menu. Please use the Directions for Using the LEA Notification Tool document in the appendix (also found in the PPS FAQ document) to send LEA Notification. LEA Notification should be sent monthly to the LEA. The Send Notification button on an individual child's Transition/Program Exit page will be used when a child is referred to Birth to 3 over the age of 2 years, 3 months.

The process of sending a referral through PPS includes completing the section called Refer to LEA on the individual child's Transition/Program Exit page. The Refer to LEA section is completed at least 90 days prior to the child's third birthday. By completing this section, the LEA is given this particular child's limited identifying information and informed that the child is potentially eligible for Part B services.

When a child's family has returned a signed "Opting Out of LEA Notification" form, the child's PPS file should be opened. On the Transition/Program Exit page, the box labeled, 'Parent objects to notifying LEA about the child', must be checked. This will ensure that

this particular child's limited identifying information is NOT sent to the LEA when LEA Notification (either step) occurs.

Please see the "Directions for Documenting Opt Out" document for further instruction.

4. When do we send LEA Notification now? The first step of LEA Notification is sent on children that have turned 2 years, 3 months of age. It is recommended that LEA Notification be sent a minimum of once a month to the LEA to meet the requirement that LEAs receive LEA notification for all children at 2 years, 3 months of age. If additional transmissions of LEA Notification are to be sent, this should be determined through your discussions with the LEA and documented in your interagency agreement. If the child is determined potentially eligible for Part B services, the second step of LEA Notification is to be completed at least 90 days prior to the child's third birthday.

5. Can we send LEA Notification on children younger than 27 months (2 years, 3 months of age)? No. PPS will only allow the LEA Notification, which now includes identifying information to be sent once a child is 2 years, 3 months of age.

6. What if the child turns 2 years, 3 months of age after I already sent the LEA Notification for the month? LEA Notification is sent monthly, so the child that turned 2 years, 3 months of age after the process was completed for the current month will be on the list sent in the next month. (The individual child's LEA Notification does not necessary need to be sent to the LEA the day the child turns 2 years, 3 months of age.) It is recommended that LEA Notification be sent the same time each month to assure as prompt of LEA Notification to the LEA as possible for each child.

7. What if the child is referred to Birth to 3 over the age of 2 years, 3 months of age? If a child's initial eligibility is determined within the nine-month period before the third birthday, the Birth to 3 Program will notify the LEA as soon as possible after determining the child's eligibility for Part C, unless the family signs the "Opting Out of LEA Notification" form and returns it within the specified ten days. The Send Notification button on an individual child's Transition/Program Exit page will be used to send LEA Notification when a child is referred to Birth to 3 over the age of 2 years, 3 months. (See same question below for family opting out of LEA Notification in this situation.)

RE: The Opt Out Policy:

8. What is the Opt Out Policy? The Opt Out Policy in WI allows families that do not want the limited contact information provided to the LEA the ability to "opt out" of having this limited contact information shared with the LEA.

9. Why don't we get consent to send the LEA Notification instead of offering a request to opt out? The federal government has defined an Opt Out Policy for us. An Opt Out Policy requires the parents to let the B-3 program know they are choosing to

“opt out” of having the required activity—in this case, LEA Notification--sent to the LEA. An Opt Out Policy is not “getting consent” to do the required transition activity.

10. Why did Wisconsin adopt an Opt Out Policy to LEA Notification? Wisconsin has a long-standing philosophy of families being informed and in control of the information shared about their children with other programs or agencies. With this philosophy and as a result of input from stakeholders across the state during public hearings, it was determined that providing families an opportunity to “opt out” of having the limited contact information about their child in the B-3 program shared with the LEA was a good practice.

11. When did the Opt Out Policy in WI go into effect? The Opt Out Policy had gone into effect as of January 1, 2010.

12. What happens in PPS when the Opt Out box is checked? When the Opt Out box labeled, ‘Parent objects to notifying LEA about the child’ is checked on an individual child’s Transition/Program Exit page of PPS, that child’s name will not appear in the Tool: LEA Notification. Thus, this child will not be included in any LEA Notification reports sent to the LEA. In addition, a referral will not be sent on this child. On the individual child’s Transition/Program Exit page the LEA Notification, TPC and Refer to LEA sections will be grayed out, unable to be accessed. This will assure that these steps are not completed in PPS.

13. What information will the LEA receive through LEA Notification about a child if the family has chosen to “opt out” of the LEA Notification process? The LEA will receive NO information (including non-identifying information) about the child if the family chooses to “opt out” of LEA Notification.

RE: Families:

14. How do I explain the LEA Notification process to a family? A “Leaving the Birth to 3 Program—Transition at Age 3” has been developed to use as a way to share the information with families about the LEA Notification process (both steps) and the Opt Out Policy.

15. How do I explain the Opt Out Policy to a family? It is required that Birth to 3 Programs share the Opt Out policy in writing with every family enrolled in Birth to 3. The policy may be in a Program Manual that is shared with the family or some other means.

Other information to share with a family may include:

Families with children who have delays or disabilities and are under the age of three may be eligible for services through the federal and state mandated program called Early Intervention Services or Birth to 3. This program is designed to support families in understanding and meeting their child’s needs. When a child and family transitions out

of the program, families are supported in accessing services the child and family may need. Children typically transition out of the program at the age of three.

To increase the opportunities of children transitioning from the B-3 program to receive supports or services from which the children may benefit, Birth to 3 Programs are required by IDEA to send the child's name, date of birth, and parental contact information (limited contact information) to the LEA that serves children over age three with disabilities.

In Wisconsin, families are an integral part of the transition process. With this philosophy in mind, the Wisconsin Birth to 3 Program developed an opt out policy that allows families that do not want the limited contact information provided to the LEA to be able to "opt out" of having this information sent.

If the family chooses to "opt out," they would sign and return the "Opting Out of LEA Notification" form. If the "opt out" form is returned to the Birth to 3 Program before the child is 2 years, 3 months of age, the limited contact information would not be sent to the LEA. If the "opt out" form is not received by the time the child is 2 years, 3 months of age, then the requirement to send limited contact information to the LEA would be carried out by the Birth to 3 Program.

Overall, the proposed policy allows for those families that choose to "opt out" of limited contact information being shared with the LEA to document this decision and stop the information being sent to the LEA.

16. What does a family need to do to opt out? If a family determines they do not want the limited contact information shared with the LEA through the LEA Notification process, they will complete the "Opting Out of LEA Notification" form and return it to the Birth to 3 Program prior to the child turning 2 years, 3 months of age. They may receive a copy of the form by contacting their Service Coordinator.

17. Can a family opt out without signing the form? No, a family must sign the form. If a family contacts you close to the date when their child will be 2 years, 3 months of age to let you know they want to Opt Out, but need a form, you may send them the form. It is recommended you give them a return or "due" date in the mailing (e.g. two weeks out) or the LEA Notification will be sent with their child's limited contact information. Wait to send that child's LEA Notification/referral (and schedule a TPC) until the due date to assure you have given the family time to complete and return the form.

18. What do I say if a family asks for my opinion about why they would or would not want to opt out of LEA Notification? Share with the family the reason/purpose for the LEA Notification process: to increase the opportunities of children transitioning from the B-3 program to receive supports or services from which the children may benefit.

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allows families that do not want the limited contact information provided to the LEA to be able to “opt out” of having this information sent.

If the family chooses to “opt out,” they would sign and return the “Opting Out of LEA Notification” form. If the “opt out” form is returned to the Birth to 3 Program before the child is 2 years, 3 months of age, the limited contact information would not be sent to the LEA. If the “opt out” form is not received by the time the child is 2 years, 3 months of age, then the requirement to send limited contact information to the LEA would be carried out by the Birth to 3 Program. In addition, if the child is determined potentially eligible for Part B services, a referral would be sent to the LEA at least 90 days prior to the child’s third birthday.

19. How long does a family have to contact us about the wish to opt out of LEA Notification? Since LEA Notification is sent once a child has turned 2 years, 3 months of age, a family may contact the Birth to 3 Program any time before the child turns 2 years, 3 months of age to opt out. (See next question regarding children referred to B-3 after this age.)

20. What if the child is referred to Birth to 3 over the age of 2 years, 3 months of age? If the child is referred to Birth to 3 after 2 years, 3 months (27 months) of age, the family is asked to return the signed “Opting Out of LEA Notification” form within 10 days after the receipt of the “Opting Out of LEA Notification” form—at the initial IFSP meeting. If a child’s initial eligibility is determined within the nine-month period before the third birthday, the Birth to 3 Program will send LEA Notification as soon as possible after determining the child’s eligibility for Part C, unless the family signs the “Opting Out of LEA Notification” form and returns it within the specified ten days.

21. Can a family change their mind about LEA Notification being sent to the LEA?

21.a. If the family did not yet sign an Opt Out form: Parents may change their mind about LEA Notification being sent to the LEA any time before their child turns 2 years, 3 months of age. Since at 2 years, 3 months of age the LEA Notification is sent, the family would not be able to change their mind about LEA Notification being sent to the LEA. The Opt Out form must be received prior to the first step of LEA Notification being completed.

21.b. If the family has signed an Opt Out form and now wants the LEA Notification/referral sent: Parents may change their mind about having the LEA Notification sent to the LEA after signing the Opt Out form. If this occurs, the parent would be required to provide written documentation of the decision change regarding LEA Notification including their name and the date. They would indicate such a decision change on the already signed “Opting Out of LEA Notification to LEA” form. The Birth to 3 Program would delete the check in the “opt out” box and then send LEA Notification/referral through PPS, marking the box in the Refer to LEA section titled, “Parent did not provide timely consent” if the parent signed to reverse their decision within 90 days of the child turning three.

22. What do we do if a family contacts us about opting out of LEA Notification after a child has already turned 2 years, 3 months of age? If a family contacts the Birth to 3 Program after the child is 2 years, 3 months of age, explain the LEA Notification process and Opt Out Policy. Help them understand their rights in regards to the information sent to the LEA and their options for responding to the LEA should they be contacted in the future.

23. Does the family get any documentation of their decision to opt out? If a family chooses to opt out of LEA Notification, they will have completed the “Opting Out of LEA Notification” form. A copy of this form can be given to the family for their records.

RE: Birth to 3 Program Responsibilities:

24. With this new practice and policy in place, how will B-3 programs support all families in understanding our new LEA Notification process and the option of opting out? Birth to 3 Programs in WI will be required to give information about the Opt Out policy to all newly enrolled families (those with initial IFSPs) as of January 1, 2010. It is recommended the information be shared at intake or the initial IFSP meeting. Birth to 3 Programs may choose to send information to all families currently enrolled in the Birth to 3 Program about the LEA Notification process and Opt Out Policy.

25. From this point forward, what is the B-3 program’s responsibility to inform and educate families of the opt out policy? Birth to 3 Programs will include the information in writing at the initial IFSP starting January 1, 2010 so all new families will be made aware of both processes. There is no requirement by OSEP or DHS that Birth to 3 Programs do any additional follow-up with families about the LEA Notification process or the Opt Out Policy, unless a family requests more information or asks questions about them. However, Birth to 3 Programs are encouraged to inform families of all transition processes occurring around the age of two when transition is discussed so families are aware of all the next steps in the process. This may include “reminding” families of the LEA Notification process and option to Opt Out as families may “forget” if they had entered the Birth to 3 Program when their child was under one year of age.

26. How often does B-3 need to mention the LEA Notification process and the opt out policy? The Birth to 3 Program is required to share information about LEA Notification and the Opt Out Policy at the initial IFSP for every child referred to B-3 that is determined eligible for the Birth to 3 Program.

27. What does the Opt Out Policy mean for Birth to 3 Programs? The Opt Out Policy allows Birth to 3 Programs to take into account a individual parent’s wish regarding their child’s information. In addition, it means B-3 programs are responsible for documenting any individual parent’s decision to Opt Out in the child’s file and in PPS.

28. What do B-3 programs need to document in the child’s file and PPS if a family chooses to opt out of LEA Notification? The Birth to 3 Program will keep the original “Opting Out of LEA Notification” form in the child’s file for documentation of the

parent's decision. The Birth to 3 Program will go to the Transition/Program Exit page of PPS for the individual child and check the Opt Out box labeled, 'Parent objects to notifying LEA about the child' in the 'LEA Notification Opt Out if Parent Objects' section of the PPS page and will do this as soon as possible after receiving a signed "Opt Out" form from the family. The box will need to be checked PRIOR to the child turning 2 years, 3 months of age or LEA Notification will be sent.

29. Where do we get the form "Opting Out of LEA Notification"? The form is available on the Birth to 3 website: www.B3wisconsin.org Go to Birth to 3 Forms and Publications, then to the Transition section.

RE: Additional transition activities:

30. Can a Transition Planning Conference still occur for a child whose family has exercised their right to opt out of LEA Notification? No. Since a Transition Planning Conference (TPC) informs the LEA of children potentially eligible for Part B services, which is a function of LEA Notification, if a family chooses to "opt out" of LEA Notification, a TPC will not occur.

31. Can a referral still be made to the LEA after a family has chosen to opt out of LEA Notification? No. In WI, the referral to the LEA is the second step of the LEA Notification process—informing the LEA of children potentially eligible for Part B services. If a family has "opted out" of LEA Notification, they are "opting out" of having a referral made to the LEA. A referral will not be sent to the LEA. (See question 21b about a family's right to reverse their "opt out" decision.)

RE: Interagency agreements:

32. How does sending LEA Notification only once a child has turned 2 years, 3 months of age affect our interagency agreements with the LEAs about the LEA Notification process? It is very likely that discussions will need to occur between the Birth to 3 Programs and LEAs to determine new process/practice. Birth to 3 and LEAs will need to update their interagency agreements accordingly.

33. How does having an Opt out Policy affect our interagency agreements with the LEAs about LEA Notification? Birth to 3 programs and LEAs should discuss these policies and update their interagency agreements to ensure that they document the ability for families to opt out of LEA Notification and how this option may affect LEA reports the LEA will view through PPS. Please remember: If a parent "opts out" of LEA Notification being sent, the LEA will not be given any information about the child/family (including non-identifying information).

34. When do you expect the interagency agreements to reflect the new LEA Notification process? Since interagency agreements between the Birth to 3 Program and LEAs are to be reviewed annually and updated as necessary, it is the expectation of DHS and DPI that all interagency agreements will be updated to include LEA Notification and the Opt Out Policy by **June 30, 2011**.

35. What guidance can you provide on what to include in the interagency agreement regarding LEA Notification? It is recommended that language about what LEA Notification includes and when it will occur be included in the interagency agreement between B-3 and LEAs. It will also be important to document when a child's name will not be included on the list, but that a Transition Planning Conference or referral on the child may still occur. Here is some draft language for the interagency agreement:

Federal law requires the Birth to 3 Program to notify the LEA for the area in which each child resides that the child will shortly reach the age of eligibility for preschool services under Part B, as determined by State law. This is known as LEA Notification and includes sending limited contact information (child's name, date of birth, primary caregiver contact information) to the LEA. In the rare circumstance that a family expresses concern regarding the LEA Notification process, Wisconsin's opt-out policy allows families to "opt-out" of having the Birth to 3 Program send the LEA Notification to the LEA. When an "opt out" form is received by B-3 from a parent, no information about this particular child will be shared with the LEA through the LEA Notification process. Upon receiving LEA Notification, the LEA will send each family a letter introducing the family to the LEA.

There may be instances when the LEA has received a LEA Notification on a child through the first step of the LEA Notification process, but no referral (2nd step). This may occur if the IFSP team does not determine the child is potentially eligible for Part B services; a TPC and referral is only conducted on children potentially eligible for Part B services. The Birth to 3 Program, in these instances, will send form F-00043 to the LEA to inform the LEA that the child will not be referred to the LEA.

If the third birthday has passed and the LEA has not received a referral for the child and staff has reason to believe that the child is a child with a disability, they may initiate a LEA referral using DPI model form IE-1.

RE: School Districts (LEAs):

36. What additional information can B-3 give LEAs about children on the identifying LEA Notification lists? Without written consent from the parent, **NO** additional information about a child may be shared with the LEA. Federal regulations require B-3 programs to send a LEA limited contact information; disclosure is permitted only to the extent necessary to satisfy this obligation.

37. What information about younger children enrolled in Birth to 3 can the B-3 Program share with the LEA, outside of the LEA Notification process? There is no formal process to share other types of information with the LEA outside of LEA

Notification (and referrals). Any sharing of information would need to conform to the FERPA requirements.

38. What does the LEA do with the LEA Notification information? When the LEA receives LEA Notification at 2 years, 3 months of age from the Birth to 3 Program through the PPS system, they open that link in PPS to see a listing of the child's name, date of birth, parent's name and parent contact information. LEAs use this notification for child find and planning purposes. When an LEA receives this identifiable LEA Notification on a child, it is recommended that the LEA send the Sample LEA Notification letter to introduce the family to the LEA and the transition process. The letter is designed to let the family know the LEA has received the LEA Notification and the LEA looks forward to working with the family in the future.

When the LEA receives a referral (2nd step of LEA Notification) on a child, the LEA is required to share procedural safeguards with the family and begin the evaluation process to determine the child's eligibility for special education services.

There may be instances when the LEA has received a LEA Notification on a child but no referral. See question 39. If the LEA has not received a referral on a child from Birth to 3 and believes the child may be a child with a disability, the LEA may initiate a LEA referral using DPI model form R-1 and inform the family using DPI model form IE-1. The family then has the ability to deny consent for evaluations to determine eligibility or pursue the evaluation to determine if their child is eligible for services. A parent has the right to refuse to allow a LEA to provide special education to the child.

39. Any additional steps or information that will need to be shared with LEA? Yes. The "Communication to LEA Regarding Child Referral" form (DHS F-00043) should be sent to the LEA for children who the first step of LEA Notification occurred (parents did not "opt out") but the team determines the child is not a child potentially eligible for Part B services. This form must be sent to the LEA by 3 years of age.

Other questions (added after the Wisline):

40. What is FERPA? FERPA is the Family Education Rights and Privacy Act, the federal law (34 CFR Part 99) that protects the privacy of student education records. The purposes of FERPA are twofold: to ensure that parents have access to their children's educational records and to protect the privacy rights of parents and children by limiting access to these records without parental consent.

41. How does the WI Early Childhood Transition Timeline compare to the Transition Timelines available on 11/11/09 on the Collaborating Partners website? The WI Early Childhood Transition Timeline replaces the timelines available as of 11/11/09 on the Collaborating Partners website. Please utilize the WI EC Transition Timeline. The website will be updated soon.

42. What information does an LEA use to determine whether or not to make a referral (using the R-1 form) on a child that had LEA Notification sent from the B-3 program, but no referral made? The LEA will utilize any additional information they

may have learned about the child to assist them in making a decision about whether or not they feel the child may be a child with a disability.

43. What happens if since the LEA Notification the child makes a lot of progress and is discharged from the B-3 program—can the B-3 program inform the LEA that the child has discharged from B-3? The “Communication to LEA Regarding Child Referral” form (DHS F-00043) should be sent to the LEA on children for which the first step of LEA Notification occurred as soon as the team determines the child is not a child potentially eligible for Part B services. This form must be sent to the LEA by 3 years of age. If the referral (2nd step of LEA Notification) has been completed, the IFSP team needs to decide who will inform the LEA of the child’s progress and B-3 discharge. In order to share specific information about a child with the LEA, outside of the limited contact information allowed per the LEA Notification requirement, consent from the parent is required. Assure disclosure meets FERPA regulations.

44. What if a child moves to another LEA after the first step of LEA Notification has been sent to the first LEA?

44.a. Must B-3 send LEA Notification (1st step) to the new LEA? The B-3 program is not required to send LEA Notification to the new LEA, but certainly may. This opportunity should be discussed during interagency agreement discussions.

44.b. How does B-3 send LEA Notification (1st step) to the new LEA after it has already been sent? LEA Notification can be re-sent through PPS by going to the child’s individual Transition/Program Exit page and completing the Notification section with the new information, then clicking the “Send Notification” button in that section.

44.c. Does B-3 need to let the first LEA know the child has moved out of their district? The B-3 Program could share that information with the LEA.

44.d. Does B-3 send a referral (2nd step of LEA Notification) to the new LEA? No. The LEA that received the initial referral should be notified of the family’s move and will “forward” the referral to the new LEA.

45. If a child lives in one district due to placement in a foster home, but the parent/legal guardian lives in another district, which LEA is to receive the LEA Notification? Child Welfare cases often include case planning changes that will necessitate the movement of the child to a new foster home or return to their biological parent's, or a move to a relative home. However if there is no known reason to refer the child to another district, for example because Birth to 3 is aware that there is a plan to move the child during this critical transition period, the child should be referred to the district that corresponds with their placement or custody arrangement.

46. What is meant by IEP implementation date? A DPI Transition Bulletin will be coming out soon. Please refer to it for further guidance.

47. How will B-3 programs be informed of the DPI Transition Bulletin coming out soon? Once it is posted, DHS Birth to 3 will be sending out an email to B-3 programs sharing the DPI website link where the new DPI Transition Bulletin can be found. DHS

and DPI are planning a training around the new bulletin and B-3 programs will be invited to attend.

48. Can the State IFSP transition page have something added to it where B-3 programs can document that information on the Opt Out policy was shared with families? This suggestion will be given to the group that developed the State IFSP. In addition, please note that county B-3 programs can adapt the State IFSP to include additional items. Lastly, county B-3 programs may have internal or local means of documenting when families receive rights (or other information) that can be adapted to include documenting when a family has received information on the Opt Out policy.

49. Can we still use the Step Ahead at Age 3 booklet? It is not recommended that the Step Ahead at Age 3 booklet be shared with families as much of the information is based upon IDEA regulations prior to the 2004 revisions. DHS and DPI are looking at revising the booklet or developing something new for B-3 programs to share with families about transitioning the LEA. Please use the handout, “Leaving the Birth to 3 Program—Transition at age 3” to explain the process to the family; this handout can be given at intake. The Ready, Set, Go materials are in the process of being updated and may have good resources to share with families—available on the Collaborating Partners website.

50. How many other States have an Opt Out policy? There are eight other states in the US with an Opt Out policy in place at this time. They are AL, CT, FL, MA, NH, OH, PR and VA. Please note that, like Wisconsin, many states were sending non-identifying information as part of LEA Notification, until recently when OSEP clarification was given. Other counties are seeking OSEP approval on Opt Out policies.

51. What can families do if an LEA referred their child due to believing the child may be a child with a disability and the family does not want to pursue the referral? We expect this situation to be rare, as 94% of children participating in B-3 programs at the age of three are referred by the parents/B-3 program and some of the 6% not referring their child will also have “opted out” of LEA Notification. If a family receives the IE-1 form from a LEA indicating the LEA has referred their child for evaluation to determine eligibility for special education services, the family has options on how to respond: a) the family may have some questions and want to talk with the LEA about the services for children aged three to five years old. If so, the family may call the LEA contact on the letter; b) the family may agree that the child should be evaluated for eligibility of special education services. Please note that a form will be sent to the family by the LEA asking for consent to evaluate the child for special education services or letting the family know that additional assessments are not needed; or c) the family may determine that they are not interested in an evaluation for the child through the LEA to determine eligibility for special education services. If so, when they receive the form requesting consent to evaluate the child, the family can tell the LEA that they refuse to give consent to evaluate the child for special education services. If the LEA does not request the family’s consent to perform additional assessments to determine whether or not the child is a child with a disability in need of preschool special education services, but the family does not want the child to receive special education services, the family may refuse to give consent for

these services once the child has an Individualized Education Plan (IEP) and proposed placement developed by the school district. This information is also discussed in the “Leaving the Birth to 3 Program—Transition at Age 3”.

Appendix

LEA Notification Tool:

- There is a special tool that can be found in the Tools link in the “Navigation Menu” on the left called “**LEA Notification**”
- LEA Notification is to be sent to the LEA when the child has turned 2 years, 3 months or 2 years, 3 months of age.
- The main purpose of this tool is to send LEA notifications for multiple children at once to a LEA.
- You enter specific information that serves as the criteria in finding the children to include in your LEA Notification report.
 1. You enter:
 - a. Age ranges (It is recommended to use the age range of 2 to 3 years old.)
 - b. Service provider (“county name” Birth to 3 program)
 - c. LEA (it is recommended this field is left blank)
 - d. Whether you want children who have NOT had LEA notification sent yet or where LEA notifications HAVE been sent already.
 2. Once you have finalized all your search criteria select **Go**
 3. After clicking Go you will see a list of all children within the specified age range (and not closed in PPS) that need LEA Notification sent. (You may notice that some children have no LEA listed.)
 4. Send LEA notification for multiple children by checking the box next to each child in the LEA. Be sure the child resides in the district you are choosing. Select the LEA you want to receive the LEA notification on these children.
 - **REMEMBER:** There may be times when there are TWO pages of children with no LEA notification sent. In this case you need to check

the box on all the children on one page then complete the fields on the bottom of the page as indicated in the next step. THEN go to the second (third, etc) page and check the boxes of the children and complete the fields on the bottom of the page again.

5. Fill out the fields on the bottom of the page for the proper LEA notification to be sent for all the selected children. This includes identifying the e-mail address you are asking the e-mail alert be sent to.
6. You can enter two different email addresses separated by a comma, NO space between the comma and next email address.
7. Select the **Send Notification** button on the bottom right of the page. The LEA Notification alert informs the LEA to open their “Notification Report” in PPS.
8. Each individual child's record will be automatically updated with the LEA notification date entered so you will not have to go into the child's individual PPS record and record that information individually on their Transition/Program Exit page if you use this tool.
 - **REMEMBER:** If you want a complete listing of **ALL children who have had LEA notification sent**, do not select a specific LEA in the LEA field search criteria. Instead choose “yes” for the “Previously Sent Notification” field.
 - **REMEMBER:** For deciding how frequently to send LEA notifications, follow program policy and procedures established with your LEA through your MOU. LEA Notification and referral shall be e-mailed to the individual specified in the MOU between the county and the LEA.
 - **CAUTION:** You must be certain that a LEA is identified with a correct e-mail address identified **BEFORE** you send a LEA Notification otherwise the child will not be present in the LEA's notification list.
 -