

Transition Planning Meeting (TPM) Talking Points

What is a Transition Planning Meeting?

- The TPM occurs when a child served by the NC Infant-Toddler Program (Part C) is between the ages of 2.3 and 2.6 and occurs before the Transition Planning Conference (TPC).
- The TPM is the initial conversation with the family and the Early Intervention Service Coordinator (EISC) to discuss transition from the early intervention program and begin to develop the IFSP Transition Plan.

Who is Part of the Transition Planning Meeting?

- Parent/Guardian and their guests
- Early Intervention Service Coordinator

Meeting Overview:

The EISC will share and/or review:

- The [Early Childhood Transitions in North Carolina Handbook](#), (specifically the IFSP and IEP comparison)
- Information about you and your child will be shared with the Public School Unit (PSU) at approximately 2.6 months to support a smooth transition: *child's name, date of birth, parent/guardian name, physical address, phone number, primary email, home language and Early Intervention Service Coordinator.*
 - This notification is important for ensuring you and your child experience a smooth transition to the preschool/school-age program for children with disabilities.
- Following the TPM, a TPC will be scheduled, and, with parental consent, will include a PSU representative.
 - The TPC is an opportunity for parents to learn more about the Part B program and to share information regarding the strengths and needs of the child and family as related to transition planning.
- After contacting the parent(s), the PSU will send a written response to the parent(s) within 30 days of receipt of the Child Find Notification.
 - The written response will include either an explanation of reasons the PSU will not pursue the concerns (e.g. parent does not want to proceed at this time) **OR** a date for a meeting in which the PSU and parent will review existing data and determine whether a referral for consideration of eligibility for special education is necessary.

Resources

[Early Childhood Transitions in North Carolina](#)

[NC Infant-Toddler Program Notice of Child & Family Rights](#)

[NC Infant-Toddler Program Parent Handbook](#)

[Guiding Practices for Transitions](#) (2024)



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child and Family Well-Being
NC Infant-Toddler Program (NC ITP)

