

Early Childhood Special Education: Completing the Early Childhood Transition Tile



March 2025

Beginning December 2024 in EdPlan, the Early Childhood Transition Tile for young children transitioning from SoonerStart to a local school district (LEA) was added to the eligibility process. This tile appears first, to the left of the Review of Existing Data tile, in the eligibility process for young children who are two or three years old.

This document **only** addresses the new EdPlan tile, and does not include information related to the policies, procedures, and documentation required in early childhood transition. For more information about these, please see "[Early Childhood Best Practice](#)", as well as the [Oklahoma Special Education Policies and Procedures Handbook](#).

- **When should this new tile be completed?**

This tile should be completed for any child for whom the district has received a SoonerStart LEA Notification form. This tile is under the EdPlan Eligibility Process tab. It should be completed **on or before the child's third birthday**. The Early Childhood Transition Tile is **only** for early childhood transitioning from SoonerStart. It is not applicable to other initial eligibilities for young children. This tile will only be active and editable while a child is two or three years old. It will be inactivated on the child's fourth birthday.

- **Do I need to generate a document?**

As part of the LEA's child find obligation, the district will complete the information and generate the "Early Childhood Transition" document for any child for whom the district receives an LEA notification from SoonerStart. Doing so provides documentation to support the district's child find because the LEA Notification is considered a referral.

- **What if a parent changes their mind about proceeding with early childhood transition?**

It is possible to update and generate more than one Early Childhood Transition document in the eligibility process. For example, a parent may initially decline to proceed with an initial eligibility determination after the district receives an LEA notification, and then decide to proceed with this later, before the child's third birthday. In this example, the document would likely be generated at the time the parent initially declines to proceed, and then an updated document when they request to proceed prior to child's third birthday.

- **NOTE: This tile is only for children transitioning from SoonerStart through their third birthday.** If a parent decides to proceed (or discontinue) with SoonerStart transition at any point **BEFORE** the child's third birthday, the tile should document this decision. **If a parent requests an evaluation AFTER a child's third birthday, the tile should not be completed.** Please see the 2nd page of this document for examples of how this event might proceed.

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Early Childhood Transition Tile Scenarios

These scenarios **only** address the new tile, and do not include information related to the policies, procedures, and documentation required in early childhood transition. In every scenario the district should generate the document after completing the tile.

- **A SoonerStart child is transitioning to the LEA (Local Education Agency), and they will proceed with evaluation/eligibility:**
 - District would complete the early childhood transition tile documenting this decision. “Late IEP Reasons” would display on “Create Final IEP” page **if** the IEP meeting date is past the 3rd birthday.
- **A parent initially declines to proceed with an initial eligibility determination after the district receives an LEA notification. They later decide to proceed with eligibility determination, before the child’s third birthday:**
 - District would complete the tile with each decision which will document the reason for the late transition. District will choose the appropriate reason each time (first tile would note district not proceeding with initial evaluation due to parent refusing consent, while second one would document district is proceeding with initial eligibility).
- **A parent does not want school services at time of transition:**
 - The LEA would complete the tile, indicating they will not proceed with evaluation/eligibility, noting the reason as “parent refused consent.”
- **The district is unable to reach parent after receiving the LEA notification:**
 - The LEA would complete the tile, indicating they will not proceed with evaluation/eligibility, noting the reason as “parent could not be contacted.”
- **A parent does not want school services at time of transition, but later requests child to be evaluated after the child’s 3rd birthday:**
 - The district would complete the tile, indicating they will not proceed with evaluation/eligibility at the time of transition. If the child is later evaluated and eligibility is determined after the third birthday, “reasons for late IEP” will not display on Create Final IEP page (at that point, the IEP timeline is not tied to transition from SoonerStart).
- **A child moves and changes districts during the transition from SoonerStart:**
 - The first/sending district will complete the tile and generate the document. The receiving district will review and confirm the document has been generated, completing if it has not. If the IEP occurred after the third birthday as a result of the move, the district would note that “Child transferred from district receiving the LEA notification prior to child’s third birthday” from the “Reasons for late IEP”.
- **A child is determined not eligible when transitioning from SoonerStart, but is evaluated again after 3rd birthday and is eligible:**
 - The district would complete the tile during initial transition process only. No form would be completed when the child is re-evaluated after the third birthday.