



STATE OF NEW MEXICO
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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

Memorandum

June 23, 2004

To: Superintendents
Special Education Directors

From: Sam Howarth
State Director of Special Education

Re: Monitoring Part C to Part B Transition

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The Department of Health, Family Infant Toddler Program has provided us with the enclosed list of children who are age-eligible to enter your school district in August 2004. We know that you have been working with local Early Intervention Coordinators to provide seamless and effective transitions for these children, and we hope this list does not contain the name of any child of whom you are not aware. We have included the names of the referring agencies this year, so if there are questions, you will know where the names originated.

We are asking you to mail a hard copy of the attached list, a cover letter indicating the first day of school for all elementary students and the first day of your preschool, and **the following documents** for each child **on the list** by **September 15, 2004**:

1. A copy of the first page of the child's Individualized Education Program (IEP.)
2. A copy of either the service schedule page of the child's IEP (if he or she will be receiving service) or the multidisciplinary team's eligibility determination document (if he or she did not qualify for service.) Be certain that the month and day (e.g., August 16, 2004) is included on their service page reflecting the day each child begins receiving services.

Last year's findings indicated that:

- 16% of the children started receiving services the first day of the school year (roughly 1 in 6)
- 44% started on the first day of preschool, sometime after the first day of school, ranging from 3 days to two weeks
- 19% started later than the preschool , ranging from 2-43 days later
- 16% received no services for a variety of reasons
 - They did not qualify
 - Their family refused services
 - The family moved or
 - The district could not locate the family
- 5% did not submit sufficient data; districts did not supply the exact date when services started

It is the intention of the Special Education Bureau to include 619 data as an indicator in the focused monitoring process for the 2005-06 school year. Data that you submit in September, 2004 will be the basis for decision-making. It is important that your IEP information be accurate, thoroughly completed and timely.

Please mail these documents to **Harriet Forman in the Special Education Bureau at the address printed above**. We appreciate your efforts and look forward to working with you through this process. Harriet will be out of the office during most of July, but if you have questions please call her at 827-6541 beginning July 26, 2004.

Enc: List of children

Cc. Harriet C. Forman, Education Consultant