

Early Intervention Relocation Checklist

Below are suggestions for making a smooth, effective transition to a new early intervention (EI) provider. A general suggestion is to write down the time, date, and person to whom you spoke, as well as some brief notes whenever you talk with someone regarding your child's transition. A printable worksheet is provided on the webpage for your convenience.

- _____ Review your new location at MilitaryHOMEFRONT's [Military Installations](#) page.
- _____ Notify current service coordinator that you are leaving and where you will be going.
- _____ Get a 3-ring binder to hold service records and information;
- _____ Get copies of:
 - _____ Most recent service eligibility report;
 - _____ Current Individualized Family Service Plan (IFSP) and any progress reports, including service summaries from speech/language therapists, physical therapists, occupational therapists, etc.
 - _____ Medical reports and developmental history;
 - _____ Inoculation records;
 - _____ Prescriptions for medications and dosages.
- _____ Write a brief summary of your child's current program (form provided);
- _____ Record the name and contact information of your child's current EI coordinator;
- _____ Use the Directory to identify the EI provider at your new location;
- _____ Give current EI provider contact information to the new EI provider;
- _____ Contact EFMP to learn more about EI services in new location. A list of **Sample Questions** is provided.
- _____ Ask current service coordinator to contact the EI provider at new location to learn more about their eligibility requirements and services. A list of **Sample Questions** is provided.
- _____ Review your early intervention rights under Part C of IDEA. NECTAC has collected examples of parental rights and safeguards under IDEA from various states which are available at [Parental Rights](#). Your current service coordinator can also answer any questions you may have.

Notes: