

First Steps Cluster H

Memorandums of Understanding

Local Educational Agencies (LEA)

July 1, 2026 - June 30, 2028

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SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS - SOUTHEAST
and

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.

IEP: Individualized Education Program, the written plan for goals and Part B services

Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps-Southeast, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

Other Community Partners: Generally local preschools or childcare representatives who will work with transition partners to ensure ongoing services and support.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

- The Department of Education requirements set forth under Special Education Rules regarding Transition from early intervention services (Part C) to early childhood special education (Part B) Title 511 IAC 7-43-2, May 2024
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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Head Start Representative Signature Date _____

Please Print Name

Head Start Representative Title Head Start Program _____

First Steps-South Lead LPCC Coordinator Date _____
Anne Dolan Part C (Early Intervention Service-First Steps)

MEMORANDUM OF UNDERSTANDING

TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> o Begin to discuss transition procedures and timelines with family.
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> o Continue discussion on transition procedures and timelines with family.
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> o Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth and primary contact information) to the Special Education Contact Person of the public school of record.
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss parent rights and confidentiality. o Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition. o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partners. o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator. o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.
Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting scheduled closer to the 270 days in order to allow school staff to be present at meeting)	First Steps Service Coordinator _____ LEA Coordinator _____ Head Start Representative	<ul style="list-style-type: none"> o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location. o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). o Include invitation at parent's discretion to service providers and others. o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other helpful information to evaluate to the Preschool Coordinator and/or to Head Start Representative, when appropriate. o Send written prior notice for meeting to formally announce meeting to all participants. o _____ o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. o Begin to determine evaluation needs. o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site. o _____ o Discuss the Head Start program and eligibility for Head Start services.

Evaluation	33-36 months (Due to school calendar, this may need to be scheduled earlier)	First Steps Service Coordinator	<ul style="list-style-type: none"> o Forward to appropriate transition partners, including Head Start, any updated evaluations or information regarding actions taken related to this child.
		LEA Coordinator	<ul style="list-style-type: none"> o Schedule and perform developmental or speech assessment with family, when appropriate. o Invite Service Coordinator, when appropriate. o Invite others at parent's discretion. o Inform Service Coordinator of status of child.
Case Conference	Prior to child's 3 rd birthday	LEA Coordinator	<ul style="list-style-type: none"> o Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7. o Invite Service Coordinator and/or Head Start Representative. o Invite First Steps providers at parent's discretion. o Inform Service Coordinator of status of child.

By signature on the **Signature Page**, the parties agree to follow the timelines established in this local agreement.

IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT

The agreement will undergo ongoing monitoring by the Transition Partners and LPCC. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the agreement, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the partners will determine when to offer additional training or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90-day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

INTERAGENCY DISPUTE PROCESS

Procedures to resolve local conflict outlined in the **Indiana Interagency Memorandum of Agreement (Section VII, Local Level)** will be followed:

A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
ALEXANDRIA COMMUNITY SCHOOLS**

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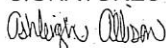
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06/10/2026

Part B (Preschool Special Education Services) Representative Signature

Date

Ashleigh Allison

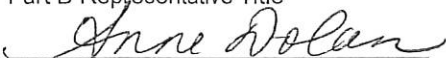
Please Print Name

Director of Exceptional Learners

Alexandria Community School Corporation

Part B Representative Title

Part B Representative School System



6/19/26
Date

First Steps—South Lead LPCC Coordinator

Anne Dolan Part C (Early Intervention Service-First Steps)

SIGNATURE PAGE
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TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
ANDERSON COMMUNITY SCHOOLS

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Part B (Preschool Special Education Services) Representative Signature

4/22/26
Date

Shay W. Bonnell

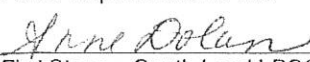
Please Print Name

DIRECTOR OF SPECIAL SERVICES, PREK-6TH

Part B Representative Title

ANDERSON COMMUNITY SCHOOLS CORP

Part B Representative School System



First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

5/8/26
Date

**SIGNATURE PAGE
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TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
Blackford County Special Education**

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SIGNATURES

Shalee Myron
Part B (Preschool Special Education Services) Representative Signature

4-21-26
Date

Shalee Myron
Please Print Name
Preschool Director
Part B Representative Title

Blackford County Schools
Part B Representative School System

Anne Dolan
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

5/1/26
Date

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
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Blue River Valley Schools**

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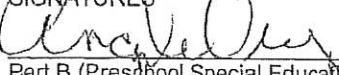
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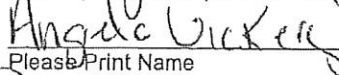
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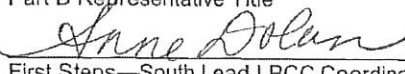

Part B (Preschool Special Education Services) Representative Signature

5/29/26
Date


Please Print Name

Dir Student Services
Part B Representative Title

Blue River Valley Schools
Part B Representative School System


First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

5/29/26
Date

**SIGNATURE PAGE
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FIRST STEPS – SOUTHEAST
and
CENTERVILLE ABINGTON COMMUNITY SCHOOLS**

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Part B (Preschool Special Education Services) Representative Signature

4/22/24
Date

Jill A. Miller
Please Print Name

Special Ed. Coordinator
Part B Representative Title

Centerville-Abington Community School
Part B Representative School System


First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/24
Date

**SIGNATURE PAGE
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FIRST STEPS – SOUTHEAST**

and
EAST CENTRAL SPECIAL SERVICES
SERVING

Franklin County Schools, Union County Schools, and Northeastern & Western Wayne Schools

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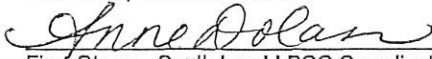

Part B (Preschool Special Education Services) Representative Signature

6/11/26
Date

Liza Bates
Please Print Name

Director
Part B Representative Title

East Central Indiana Special Services
Part B Representative School System


First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

6/19/26
Date

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SOUTH MADISON SCHOOLS**

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Parties agree to honor the following requirements of the participating partners:

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SIGNATURES/DATES AND DURATION OF AGREEMENT

The extended agreement will begin July 1, 2026, and will remain in effect until June 30, 2028. This agreement reflects compliance with the current *Indiana Interagency Memorandum of understanding* between these agencies.

SIGNATURES



Part B (Preschool Special Education Services) Representative Signature 4/21/2026
Date

Steven Wornhoff

Please Print Name

Director of Hamilton-Boone-Madison Special Services Coop. South Madison and Frankton-Lapel

Part B Representative Title Part B Representative School System



First Steps—South Lead LPCC Coordinator 4/24/26
Date
Anne Dolan Part C (Early Intervention Service-First Steps)

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
JAY COUNTY SCHOOLS

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.

IEP: Individualized Education Program, the written plan for goals and Part B services

Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—Southeast, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

Other Community Partners: Generally local preschools or childcare representatives who will work with transition partners to ensure ongoing services and support.

The PURPOSE of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES



Part B (Preschool Special Education Services) Representative Signature

4/21/26

Date

Ann A. Van Horn

Please Print Name

Director of Special Education

Part B Representative Title

Jay School Corp.

Part B Representative School System

Anne Dolan

First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/26

Date

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
Selma Schools**

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services
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Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

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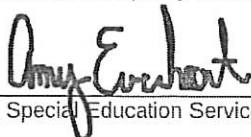
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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES



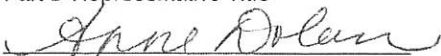
Part B (Preschool Special Education Services) Representative Signature

4/20/26
Date

Amy Everhart

Please Print Name

Part B Representative Title



First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

Part B Representative School System

5/1/26
Date

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
MONROE CENTRAL SCHOOLS**

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.

IEP: Individualized Education Program, the written plan for goals and Part B services

Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—Southeast, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Carolyn Bates
Part B (Preschool Special Education Services) Representative Signature

5-26-2026
Date

Carolyn Bates
Please Print Name

Part B Representative Title

Part B Representative School System

Anne Dolan
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

6/5/26
Date

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTHEAST
and
Muncie Community Schools

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.
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DESCRIPTION OF PARTNERS

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Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

- o The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
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SIGNATURES



Part B (Preschool Special Education Services) Representative Signature

4/17/26
Date

Jenny J Smithson

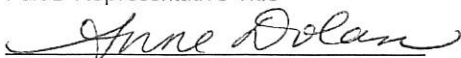
Please Print Name

Director of Special Education

Part B Representative Title

Muncie Community Schools

Part B Representative School System



First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

6/19/26
Date

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
Henry County Schools**

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and support for each child.

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DESCRIPTION OF PARTNERS

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SIGNATURES

Amy S Blake
Part B (Preschool Special Education Services) Representative Signature

4.20.26
Date

Dr. Amy Blake
Please Print Name

Director Special Education
Part B Representative Title

NewCastle Special Services
Part B Representative School System

Anne Dolan
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

4/24/26
Date

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
RANDOLPH SOUTHERN SCHOOLS**

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SIGNATURES

Kelly Isenbarger
Part B (Preschool Special Education Services) Representative Signature

4/23/26
Date

Kelly Isenbarger
Please Print Name

Elementary Principal
Part B Representative Title

Randolph Southern School Corp.
Part B Representative School System

Anne Dolan
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

5/22/26
Date

**SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
FIRST STEPS – SOUTHEAST
and
RICHMOND COMMUNITY SCHOOLS**

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SIGNATURES

Whitney Sherron / Jenny Elorreaga
Part B (Preschool Special Education Services) Representative Signature

5-15-26
Date

Whitney Sherron / Jenny Elorreaga
Please Print Name

PK Educ. Diag. / Director of Head Start & Early Learning Richmond Community Schools
Part B Representative Title / Part B Representative School System

Anne Dolan 6/5/26
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

5-15-26
Date