Coordinate with Agencies 

Law & Guidelines

**IDEA Regulation** 4 CFR 300.321(b)(3)**,** *300.321*

(b) Transition services participants. (1) In accordance with paragraph (a)(7) of this section, the public agency must invite a child with a disability to attend the child's IEP Team meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the child and the transition services needed to assist the child in reaching those goals under §300.320(b).

To the extent appropriate, with the consent of the parents or a child who has reached the age of majority, in implementing the requirements of paragraph (b)(1) of this section, the public agency must invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services. *The full law can be accessed at*  https://ecfr.io/Title-34/se34.2.300\_1321

Linking youth to agencies while in school make connections easier.

**Participating Agencies** should be invited to the IEP team meeting with the prior consent of the parent (or student who has reached the age of majority). When a representative of a participating agency that is likely to be responsible for providing or paying for transition services is identified, **they should be invited to the first IEP meeting where transition services will be discussed.**

As VR, ODDS and ODE work to improve policies and systems for employment outcomes for students at the state level, schools are working to improve relationships with community partner agencies to ensure these agencies become an integral part of the transition IEP process for the students planning to access services after school. For more information, contact your local Transition Network Facilitator.

**Things to consider:**

# What agencies should the school district invite to an individual student’s IEP meeting?

* + Did I get approval to invite agencies well before IEP meetings?
  + How much time will another agency need to prepare for an IEP meeting? Can invites be done months early to get on schedules?
  + Should you invite more than one agency to an IEP meeting?
  + Where can I find the names of people to contact in each agency?





Checklists & Tips

**Tips for Interagency Collaboration**

* Gather contact information and discuss partner agencies with the student and family. Determine who they want for collaboration and collect release of information agreement
* Reach out to partners, contact representatives.
* Set up alternative methods to get input from partners if they cannot attend a meeting (i.e. phone conversation, shared documents, video conferencing).
* Be aware that partner agencies have their own vocabulary and process. They may need clarification of services and terminology between education, county developmental disability services, and vocational rehabilitation and brokerage services.
* Schedule meetings far enough in advance so everyone is able to attend. Find out from agencies partners guidelines on the time frame for advance notification.
* Schedule enough time for planning and input from partner agencies.
* Send draft IEP’s to all approved invited members, ahead of time, for a chance to prepare for meeting.
* Establish clearly defined goals and measurable objectives.
* Follow a pre-agreed upon set of guidelines for conducting the meeting, (i.e. active listening, no side-bar conversations, respect opinions, stay pro-active and positive).
* Recognize some partner agencies might prefer to be involved and various times with specific age students.
* Make sure meetings are purposeful and everyone has a voice.

For more information on [Transition Network Facilitators (TNF)](http://triwou.org/projects/tcn/ttanabout)