



MAINE DEPARTMENT
OF EDUCATION

Office Hours: Transition from Part C to Part B – Documentation Basics for SAUs



Presented by: The OSSIE Supervision, Monitoring and Support Team



**This training is being recorded
Please feel free to drop any
questions in the Chat Box and we
will answer them.**





Our Agenda

- 1. Team Introductions**
- 2. Timeline**
- 3. SAU responsibilities**
- 4. Federal reporting**
- 5. Resources**

Supervision, Monitoring and Support Team



Colette Sullivan
Federal Programs Coordinator
colette.sullivan@maine.gov



Jennifer Gleason
Educational Specialist
jennifer.gleason@maine.gov



Karlie Thibodeau
Educational Specialist
karlie.l.thibodeau@maine.gov



Ashley Satre
Educational Specialist
ashley.satre@maine.gov



Julie Pelletier
Secretary Associate
julie.pelletier@maine.gov



IDEA Part C

Early Intervention for ME provides services for children birth to 3 years.

IDEA Part B

Early Childhood Special Education (ECSE) is provided through SAUs (currently transitioning from CDS).





Timeline

Transition Process – Required Meetings



Transition
Conference



IEP Referral
Meeting



IEP Eligibility
Meeting

Between 2yrs 3mos and 2yrs 9mos

- Early Intervention for ME conducts **Transition Conference** meeting
 - Must invite SAU and a representative of the SAU must attend
- The SAU provides Procedural Safeguards to the family.

After the transition conference

- SAU conducts **IEP Referral Meeting**
- Invite EI for ME representative

- For the convenience of the family and other IEP Team members, the **Transition Conference** and the **IEP Referral Meeting** can be held consecutively.
- These are two separate meetings, one scheduled, run, and documented by EI for ME and the other scheduled, run, and documented by the SAU.

Between 2yrs 9mos to 3yrs

- SAU obtains parental consent and completes evaluations within 60 calendar days.
- Inform parent that Part C representative will be invited to the eligibility meeting.
- Determine eligibility and develop an IEP.

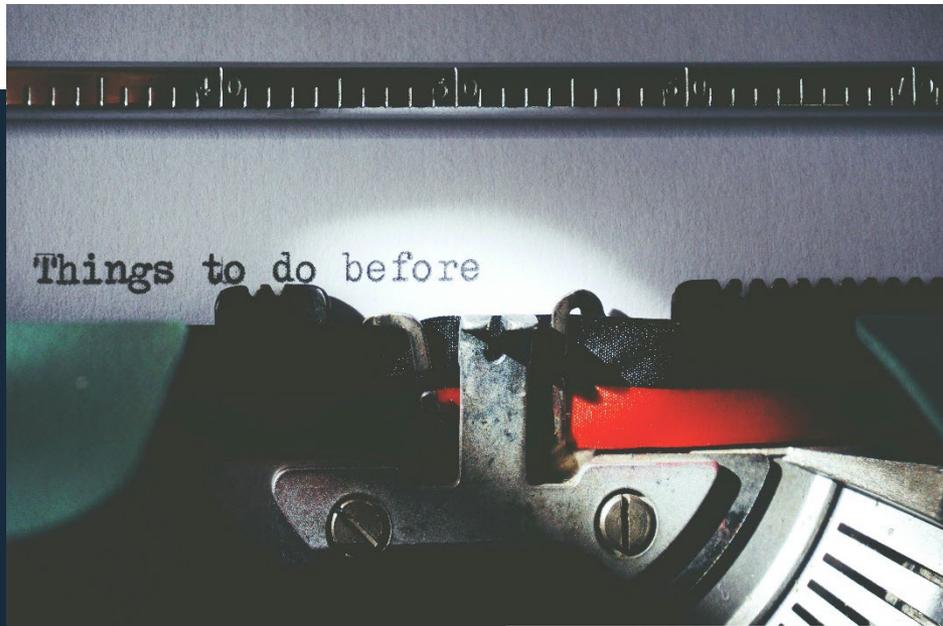


**IEP is
implemented
by the child's
third
birthday.**

Summer birthday?



- Develop the IEP by the child's third birthday
- Implement on the first day of school.



SAU Responsibilities

SAU Responsibilities

1. Attend the Transition Conference and provide Procedural Safeguards.
2. Schedule, run, and document the IEP Referral meeting (may be scheduled in conjunction with the Transition Conference).
3. Obtain parental consent to evaluate and complete evaluations within 60 calendar days.
4. Schedule, run, and document the IEP eligibility meeting.
5. If eligible, develop IEP within 30 days of eligibility determination.
6. Implement the IEP by the child's 3rd birthday.

Transition Activities Timeline

2 years
3 months

2 years
9 months

3 years old



Formal transition process may begin after the child reaches the age of 2 years and 3 months.

Transition Conference must be held prior to the child reaching the age of 2 years and 9 months (3 months before the third birthday).

Eligibility must be determined, and eligible children's IEP must be written and implemented (or ready to implement) by the child's third birthday.

What will monitoring look like?

1. For all C to B and Pre-K initial referrals:
 1. Procedural Safeguards given upon referral.
 2. Evaluations complete and eligibility meeting held within 60 calendar days of consent or evaluations/meeting late due to acceptable reason.
2. For all C to B
 1. SAU representative attends the transition conference run by Early Intervention for ME.
 2. IEP is implemented by 3rd birthday, child is found not eligible, or implementation late due to acceptable reason.



Federal Reporting

State Performance Plan / Annual Performance Report

- Due Annually on February 1
- Part C reports on 12 indicators
- Part B reports on 18 indicators



Questions about the process?

Ariana Whiting

Part C Coordinator
Early Intervention for ME

Ariana.whiting@maine.gov

Dr. Sandy Flacke

Deputy State Director of Special
Services

j.sandy.flacke@maine.gov

Resources



State Laws

1% Assessment

1% and Maine's Alternate Assessments Based on Alternate Academic Achievement Standards (AA-AAAS)

[Assessment Page](#)

Procedural Manual

Special Education required forms procedural manual.

[Procedural Manual Download](#)

State Law

In Maine, laws that are specific to the education of children with disabilities are set forth in three chapters of 20-A MRSA (Maine Revised Statutes Annotated).

- [Chapter 301](#). General Provisions
- [Chapter 303](#). Children with Disabilities
- [Chapter 304](#). Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf

State Regulation: Chapter 101/MUSER

Rule chapter that is specific to the education of children with disabilities in Maine Department of Education Regulations, Chapter 101, Maine Unified Special Education Regulation Birth to Age Twenty (MUSER).

[Procedural Safeguards](#)

[MUSER](#)

- [SAU Responsibility for FAPE](#)
- [MUSER Continuum for LRE](#)
- [Educational Surrogate Parent](#)
- [State Agency Clients](#)

[IDEA](#)

[MUSER](#)

[PROCEDURAL MANUAL](#)

[PROCEDURAL SAFEGUARDS](#)



<https://www.maine.gov/doe/learning/specialed/law>

Supervision, Monitoring, and Support

SAU Resources for Supervision, Monitoring & Support

[Meet the Team](#) - *The Maine DOE Supervision, Monitoring, & Support team is here to answer questions and assist schools & educators with special education information.*

[Professional Learning](#)

[Monitoring Process](#)

[Resources](#)

[Federal Requirements](#)



[https://www.maine.gov/doe/learning/specialed/
supervision](https://www.maine.gov/doe/learning/specialed/supervision)

Information Sheets Self-Assessment Form Quick Reference Documents



<https://www.maine.gov/doe/learning/specialed/supervision/resources>



Information Sheets

- [Abbreviated Day](#)
- [Disciplinary Removals](#)
- [Communities Without Schools](#)
- [Initial Evaluation Timeline](#)
- [Least Restrictive Environment](#)
- [Parentally-Placed Students](#)
- [Task Timeline](#)
- [Written Notice](#)
- [Sample IEP Meeting Checklist](#)
- [Sample Teacher IEP Input Form](#)



Quick Reference Checklists

- [IEP Quick Reference Checklist](#)
- [Adverse Effect Form](#)
- [Speech Language Eligibility Form](#)
- [Specific Learning Disability Eligibility Form](#)
- [Summary of Performance](#)
- [Written Notice Quick Reference Checklist](#)



SAU & CDS Resources

- [Letter of Notification - SAU](#)
- [Letter of Notification - CWS](#)
- [Letter of Notification - CDS](#)
- [Cohort Instruction Email](#)
- [2025-2026 Sample Self-Assessment Form](#)
- [Services Provided Form](#)
- [Extended School Year v. Year-Long Programming Documentation Requirements](#)



Regional Programs Resources

- [Letter of Notification](#)
- [Approval Grid](#)
- [Service Log](#)
- [Annual Update Form](#)

Professional Learning Recordings

View more recordings

Click header to sort by category

Resources for Professional Learning

Use the search bar to find resources within a specific category or topic area to filter content.

Show 10 entries

Search:

Title	Date	Category	Link	Link
Abbreviated Day	3/26/2025	IEP & Forms	YouTube	Slides
Accommodations and Services	2/26/2025	IEP & Forms	YouTube	Slides
Advanced Written Notice & Written Notice	10/23/2024	IEP & Forms	YouTube	Slides
Alternate Assessment Process	1/25/2023	IEP & Forms	YouTube	Slides
Compliant Transition Plans	12/20/2023	IEP & Forms	YouTube	Slides
Compliant vs Good IEPs - Part 1	1/22/2025	IEP & Forms	YouTube	Slides
Compliant vs Good IEPs - Part 2	2/12/2025	IEP & Forms	YouTube	Slides
Data Collection and Analysis	5/22/2024	IEP & Forms	YouTube	Slides
Discipline & Manifestation Determination	5/28/2025	IEP & Forms	YouTube	Slides
Dispute Resolution	4/9/2025	IEP & Forms	YouTube	Slides

Showing 1 to 10 of 45 entries

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<https://www.maine.gov/doe/specialservices/professionallearning>



2025-26 Professional Development Schedule

<u>DATE</u>	<u>TOPIC/DESCRIPTION</u>	<u>REGISTRATION LINK</u>
Wednesday 9/10/25 3:00-4:00	Resources	Recording / Slides
Wednesday 9/24/25 3:00-4:00	Compliant versus Good IEPs Developing a Strong IEP Part 1	Recording / Slides
Wednesday 10/8/25 3:00-4:00	Compliant versus Good IEPs Developing a Strong IEP Part 2	Recording / Slides
Wednesday 10/15/25 9:00-11:00	IEP Training	Recording / Slides
Wednesday 10/22/25 3:00-4:00	Stress, Behavior and the Brain Presented by: Bear Shea	Recording / Slides
Thursday 10/30/25 9:00-10:30	Post-Secondary Transition Planning	Recording / Slides
Wednesday 11/12/25 3:00-4:00	Inclusion Presented by: Tracy Whitlock	Recording coming soon
Wednesday 12/10/25 3:00-4:00	Part C to Part B Transition	Part C to Part B Transition Registration Link

2025-26 Professional Development Schedule (cont.)

<u>DATE</u>	<u>TOPIC/DESCRIPTION</u>	<u>REGISTRATION LINK</u>
Wednesday 1/14/26 3:00-4:00	Alternate Assessments Guest Speaker: Mechelle Ganglefinger	<u>Alternate Assessment Registration Link</u>
Wednesday 1/28/26 3:00-4:00	ILAP and LAU Plan 101 Presented By: The Office of Teaching and Learning	<u>ILAP and LAU Plan 101 Registration Link</u>
Wednesday 2/11/26 3:00-4:00	McKenney Vento 101 Presented By: Signe Lynch	<u>McKenney Vento 101 Registration Link</u>
Wednesday 2/25/26 3:00-4:00	Data Collection	<u>Data Collection Registration Link</u>
Wednesday 3/11/26 3:00-4:00	Transition from CDS to Public School Guest Speaker: Lori Whittemore	<u>Transition from CDS to Public School</u>
Wednesday 3/25/26 3:00-4:00	Abbreviated Day	<u>Abbreviated Day Registration Link</u>
Wednesday 4/8/26 3:00-4:00	Special Education Law for General Education Teachers Guest Speaker: Leigh Lardieri	<u>Special Education Law for General Education Teachers Registration Link</u>
Wednesday 5/13/26 3:00-4:00	IEP Case Study	<u>Case Study Registration Link</u>
Wednesday 5/27/26 3:00-4:00	Discipline & Manifestation Determination	<u>Discipline and Manifestation Determination Registration Link</u>

IEP & Related Forms

Educator and Administrator Resources

Family & Caregiver Resources



Educator and Administrator Resources

[1% Maine's Alternative Assessment](#)

[Serving Multilingual Learners with Disabilities](#)

Maine Care Documentation

- [IEP Documentation Training One Video - June 2, 2021](#), Passcode: %r^KpD51

- [Presentation Slides](#)

- [IEP Guidance on IEP Documentation – May 2021 \(PDF\)](#)

- The [MaineCare In Education Presentation \(PowerPoint\)](#) explains how to access MaineCare services in schools

Individualized Education Program (IEP) & Related Forms

These are the forms that the Maine Department of Education Special Services team requires, forms that are for local use as required, and forms for local use that are optional.

- [IEP Form](#)

- [7-Day Waiver](#)



Family & Caregiver Resources

Special Education Glossaries

[Arabic](#) | [French](#) | [Khmer](#) | [Mandarin](#) | [Portuguese](#) | [Somali](#) | [Spanish](#) | [Vietnamese](#)

[1% & Maine's Alternative Assessment](#)

[Maine Parent Federation](#)

[Early Learning Foundational Skills](#)

Special Education Surrogate Parent Program

The Special Education Surrogate Parent Program was established to provide educational surrogate parents to children with disabilities whenever the natural parents or guardian of a child with a disability cannot be identified or located, or when the child is in the custody of the state. Educational surrogate parents have all the rights of natural parents for special education matters, e.g. permission for evaluation and placement, to release information and to request an educational hearing. The primary goal of the educational surrogate



<https://www.maine.gov/doe/specialservices/resources>

Professional Learning Feedback and Contact Hour Form.

Use the link to complete the form
on your computer

OR

Use the QR code to complete the
form on your mobile device



Feedback and Contact Hours

Complete this form to provide us with feedback and receive your contact hour certificate. Your feedback matters to us!

* Required

1

Did the training content meet your expectations? *

Yes

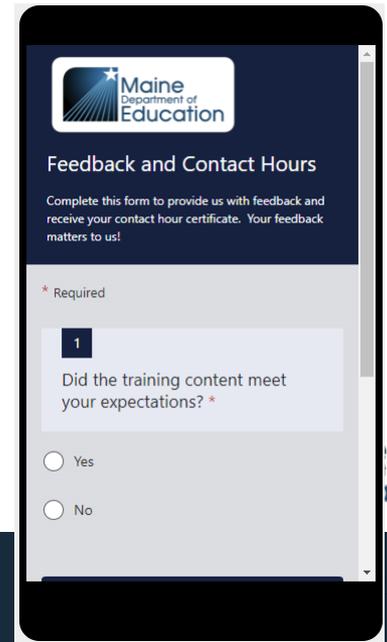
No

Next

<https://forms.office.com/g/by472QQLDJ>



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[@mdoenews](https://twitter.com/mdoenews)



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THANK YOU!

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Colette Sullivan – Federal Programs Coordinator

colette.sullivan@maine.gov

Jennifer Gleason – Special Education Consultant

jennifer.gleason@maine.gov

Karlie Thibodeau – Special Education Consultant

karlie.l.thibodeau@maine.gov

Ashley Satre – Special Education Consultant

ashley.satre@maine.gov

Julie Pelletier – Secretary Associate

julie.pelletier@maine.gov

