

Agency Collaboration At-A-Glance

Legal Requirement

Representatives from agencies likely to provide or pay for transition services must be invited to IEP meetings with prior written consent from the parent or adult student. [34 CFR § 300.321(b)(3)]

Why Agency Collaboration Matters

- Connects students to adult services before they exit school
- Aligns school and adult service goals
- Improves post-school outcomes
- Provides expertise and resources beyond what schools can offer
- Creates a seamless transition between school and adult services

Agencies Potentially Responsible for Providing or Paying for Transition Services

Agency	When to Invite	Services They Provide
County Developmental Disabilities (DD)	<ul style="list-style-type: none"> • When student is enrolled in DD services • When parent/student requests services • Invite to all IEP meetings with advance notice 	<ul style="list-style-type: none"> • Service coordination • Career development planning • Benefits counseling • Day support activities • Community inclusion
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> • When student has applied for or is receiving comprehensive VR services 	<ul style="list-style-type: none"> • Employment coaching • Assistive technology • Pre-Employment Transition Services (Pre-ETS) are available to students even if they aren't eligible for VR
Other Agencies (as appropriate and when student receives services from these agencies): <ul style="list-style-type: none"> • Employment provider agencies contracted to provide VR or DD services • Community college disability services • Mental Health • Foster Care/DHS • Independent Living Centers • Parole/Probation 		

Pre-Meeting Checklist for Agency Collaboration

- Identify which agencies are likely to provide/pay for services based on student's goals
- Discuss agency involvement with student and family
- Obtain signed consent forms to invite agencies (before sending invitations)
- Send invitations to agency representatives at least 30 days before meeting
- If agency cannot attend, gather written input or schedule alternative participation (phone/video)
- Document in the IEP if no agencies are invited and why

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Best Practices for Successful Collaboration

1. Build Relationships

- Establish ongoing communication with local agency representatives
- Learn about eligibility requirements and referral processes
- Invite agencies to staff meetings or professional development

2. Plan Early

- Start agency connections by age 14-16, not just final year
- Coordinate meeting times that work for agency schedules
- With prior consent, send materials in advance to prepare agency representatives

3. During Meetings

- Explain agency roles to students and families
- Use common language, avoid acronyms
- Allow time for agency input on goals and services
- Document agency recommendations in the IEP

4. After Meetings

- Follow up on referrals and applications
- Share relevant IEP information with agencies (with consent)
- Help students and families follow through with agency requirements

Documentation Required for Compliance

- Signed consent to invite agency representatives
- Evidence of invitation (Notice of Team Meeting)
- Documentation of agency attendance or input
- If no agency was invited, rationale documented in IEP
- Transition services that align with agency services

Common Compliance Issues to Avoid

- Inviting agencies without obtaining prior written consent
- Failing to document why agencies were not invited
- Not inviting relevant agencies that are likely to provide/pay for services
- Late invitations that don't give agencies adequate notice
- Missing documentation of agency participation or input

Remember: *Start agency connections early! The most successful transitions occur when school teams and adult service providers collaborate well before the student exits school.*