

### **Guidance for Transitioning to the new Transfer/Transition Summary Form**

1. OSCs should continue to use the current Transfer/ Transition Summary Form for any child who transfers/ transitions before or on Friday 10/14/11.
2. OSCs should begin using the new Transfer/ Transition Summary Form for any child who transfers/transitions on or after 10/15/11. The new form will be made available on the WVBTT website on 10/11/11 but should not be used until the 10/15/11 “switch” date. When using the new form, please make sure the form is the final version and not the version labeled as the “draft.”
3. The current Transfer/ Transition Summary Form (dated 06/24/08) should not be used after 10/14/11.
4. For all children with Transfer/ Transitions before or on 10/14/11, who have their transfer/ transition documented on the 06/24/08 version of the Transfer/ Transition Summary Form, please get these forms to the RAU for data entry **no later than Wednesday, 10/19/11.** The database will be changing to correspond with the new form and old forms will need to be entered on the current version of the database before the new database is in place.