

Hello Everyone,

We wanted to bring it to your attention that, due to new federal reporting requirements, we have revised the Transfer/ Transition Summary Form. In addition, we have also prepared Instructions to go along with the new form. The Instructions document discusses some of the changes to the form as well as explains how to complete the entire Transfer/Transition Summary Form.

We will be hosting conference calls to review the new form, discuss proper completion of the form and explain the transition process (including timelines) between the current Transfer/Transition Summary Form and the new Transfer/Transition Summary Form. We will also be answering questions. It is highly recommended that you plan to join one of the following conference calls on the dates below, if possible. We are offering **2 contact hours** for your participation. Roll will be taken at the beginning and end of each call.

Conference Call Dates/ Times:

1. Tuesday, Sept. 27th from 6:00 to 7:30pm
2. Wednesday, Sept. 28th from 10:00 to 11:30am
3. Thursday, Oct. 6th from 2:00 to 3:30 pm

To join one of these calls, please call in to the WVBTT Conference Line at **1-877-278-8686**. The code is **040702**.

If you plan to join one of the calls:** We are asking that you please take a few moments to review the new form, instructions and guidance for the transition from the old form to the new form prior to the call. These documents, in draft form, are also available on the WVBTT website. ***Please Note: The *final* Transfer/ Transition summary form will be posted on Tuesday, Oct. 11, 2011 to begin using for all children who transfer or transition on or after Saturday, Oct. 15, 2011. The forms watermarked "DRAFT" should not be used in the field under any circumstance.

If you are unable to join one of the calls:** Please understand that you will still be responsible for following all of the steps for transitioning to the new form. You will also be responsible for reviewing the Instructions document and completing the new form correctly. The new form, the Instructions document and guidance for the transition from the old form to the new form are also posted on the WVBTT website. It is highly recommended that you review this information thoroughly, even if you are not a new OSC. You may email any questions that you have to Sarah Robinette at sarah.r.robinette@wv.gov. ***Please Note: The Transfer/ Transition Summary Form that is posted is in draft form and should not be used in the field under any circumstance. The *final* Transfer/ Transition Summary Form will be posted on the website on Tuesday, Oct. 11, 2011 and you should officially begin using this form for all children who transfer or transition on or after Oct. 15, 2011.

Thank You!
Sarah