

# Relationship-Building Tips for Successful Transitions

## Set Open Communication Channels

- Regular meetings between ESIT providers and school district providers keep everyone on the same page.
- Families should be included in discussions to share their concerns, needs, and preferences.
- Share up to date (within the last 6 months) IFSPs and assessments to connect the Part C and Part B teams.
- Ensure all parties are aware of participants' communication needs, including scheduling interpreter's weeks in advance to avoid delays.
- Keep families informed:
  - Use plain language and visual aids to explain technical terms and processes.
  - Provide families with a written transition timeline, including key milestones like the transition conference and eligibility evaluations.
  - Create feedback loop with families. Let them lead conversations about their child and engage in active listening.
  - Act as a liaison between families and service providers, ensuring information is conveyed accurately and in a timely manner.
  - Empower families to actively participate in planning meetings and advocate for their child's needs.

## Understand Community Resources and Partners

- Use directories like the [OSPI Special Education Contacts Directory](#) or the [ESIT Contacts Directory](#) to find local partners.
- Suggest programs such as [ASTra](#) for advocacy and [GBYS](#) for family-to-family support during transitions.

## Maintain a Positive Partnership Attitude

- Handle non-compliance or delays constructively by focusing on solutions together.
- Schedule meetings early to allow time for preparation and ensure communication access for all participants.
- Be flexible with deadlines and scheduling to build goodwill and trust.
- Use documentation to support changes in deadlines.
- Create contingency plans to address common challenges, such as incomplete documentation or scheduling delays.

## Promote Collaboration

- Support families by explaining the roles of different professionals and services.
- Encourage regular updates and transparent communication between all partners.

- Hold regular meetings with DHH ESIT partners to build a supportive community of practice.

