

PIC/ASD Transition Information 2025-2026

[Skip to quick links](#)

Application & PandaDocs Process

All required forms are available online or in paper form. They are initiated by the provider and are:

- Completed by the parent, and automatically sent to PIC Admin and ASD.
- **What form sets are accepted by ASD:**
 - [Panda Online Application Form.](#)
 - ASD Paper Forms (download [here](#): *Prior to 33 months*)
 - ASD Non-ILP Forms (for referrals **after** 33 months – [link](#))
 - Note that for late referrals you will use the pdf packet—there is not a PandaDoc for this
- **Not accepted:** Photos/JPEGs. Scan paper forms, if needed.
- **ASD will not consider the referral complete until they receive a functional evaluation.**
- Once you receive the PandaDoc, Data Entry can upload it to RT.

Preparing the Referral Packet

Before sending to the family, gather:

- Parent's name & email
- Child's name (spelled correctly), DOB
- OCS caseworker name (if needed)
- Names of current community therapists for ROIs
- Proposed ASD Transition Conference appointment time (see Quick Links or 90 Day Mtg section)

Forms Breakdown

Form	Provider Completes	Parent Completes
Parent Questionnaire	Child's name, DOB, custody, current therapies	Confirm name, DOB, address, race, & additional concerns
Functional Eval	✓	Ensure it's emailed to ASD (PDF or DOCX only— not .rtf)
Invitation	Add time from ASD availability, or contact kelly_Melissa@ASDk12.org	

Available on Sharepoint>Virtual Visits>ASD

If the family **does not want ASD present**, do **not** complete the invite.
For written invitations (hard copy only), attach [LEA Transition Notification Form](#).

Release of Information (ROI)

- Use one ROI per agency/provider (e.g., PT, OT, SLP, pediatrician).
- For ASD, use the **ASD-PIC ROI** (valid both ways).
- If additional ROIs are not needed, write "Not needed" in the top right corner.

[Access PandaDocs ROIs](#)
[Additional ASD-only ROIs](#)

After Meeting with the Family

- Email **Zoom link** to ASD: ILP@asdk12.org
- Email **Functional Eval** to ASD from RT (see "Emailing from RT" below)

90-Day Meetings

- July 2025 and thru Aug 10th – you must schedule with Melissa only. (Standard slots: Thursdays at 8:30–9:30 AM or 2:00–3:00 PM, 2 Appts per time slot) [PIC-ASD Transition Appointments.xlsx](#)
- For other times, email or call ASD to request.
- Once confirmed, send a TEAMS link to ASD.

Briefings

ASD briefings are currently suspended, but you may request one:

- Email: ILP@asdk12.org
- Or use the [Briefing Form](#)

Contacts

- **Julie Alzheimer** – 907-742-6131 (work), 440-4416 (cell), Email
- **Christi Sitz** – 907-742-6052, Email
- **Melissa Kelly** – 907-742-1376, Email

** links updated as of July 2025**

Available on Sharepoint>Virtual Visits>ASD

- **ILP Team Email:** ILP@asdk12.org

Emailing ASD from RT

- EI ASD Raintree Identifier: **B0040**
- RT Password: **PIC2ASDeis!**

Quick Links

- [PandaDocs for ASD](#): Application, invitation, and ROIs all-in-one
- [PIC-ASD Transition Conference Appts](#): Shared appointment doc
- [Briefing Form](#): To inform ASD of child needs
- [Additional ASD-only ROIs](#)

Printable Form Links

- [ASD Packet – Before 33 months](#)
- [ASD Packet – After 33 months](#)

To complete the packet in advance and send to parent, have the following ready: • Family's email/parent name • If needed, OCS worker name • Correct spelling of the child's name • Correct DOB • Current community therapists for ROIs • The family will need to invite ASD to the 90-day; look at PIC-ASD Transition Conference Appts and have the family select an appointment time for the family near the 90 days		
Form	Provider completes	Family completes
Parent Questionnaire	Child name and DOB (make sure spelling is correct), custody, and therapies.	Confirms name, DOB, address, race and additional concerns
	Verify the Functional Eval is to be emailed to ASD, MAKE sure that it does not have an .rtf extension—only .pdf or .docx	

** links updated as of July 2025**

Invitation	If parents are applying for ASD EIV, they must have ASD present for the Transition Conference meeting. indicate the appointment time and if in the specific times the ASD is available then, access the PIC-ASD Transition Conference Appts to set time, add to the invitation. If the parents want a time outside of ASD's available times, we will set the time with the family in the invite, and ASD will respond—do not add to the shared calendar. This is their notification. Written invitation: If family fills out the hard copy of the ASD application, then there is an accompanying LEA-TransitionNotificationForm-fillable.pdf form to send with the hard copy application that documents PIC's compliance with written invitation. If parents do not want ASD present, the document should not be completed. ASD is required to be invited to the Transition Conference if family is transitioning to Part B services. If the child is greater than 31.5 months old (Part C Later referral), and there are no appointments available, provider and family recommend an appointment date on the invitation; contact ASD to confirm. ASD will reach out to confirm	NA Note: ASD will respond in the affirmative, or with a need to contact the provider.
Health history	NA	Entire form
ASD-PIC ROI	NA Note: This release is valid for release to and from ASD	Categories of release Signature

ROIs as needed	Only one ROI per agency, provider or therapist: PT, OT, SLP, pediatrician, ENT, eye doctor, audiologists.	Confirm Release Signature
	Select and complete each ROI as needed. If the remaining ROIs are not needed, indicate not needed in upper right corner of these documents. Additional ROIs only - Panda Docs-	

Immediately following the meeting with the family:

- Send your zoom invite to ASD at ILP@asdk12.org, and the family if they are attending by Zoom
- Email the Functional Eval to ASD from RT ([go to instructions and contacts](#))

****Briefings:** ASD's set briefing schedule is suspended at this time, however, If you would like to schedule a briefing email ILP@asdk12.org. or use the automated [Briefing Template](#)

90-day meetings:

- a. **July thru mid Aug 2025>you must schedule with Melissa** (Thursdays from 8:30-9:30 and 2:00-3:00, there are two appointments available for each time slot) at [PIC-ASD Transition Appointments.xlsx](#)
- b. If these times will not work, send an email to ASD, or call to request additional time.
- c. Create a zoom link and send it to ASD once the meeting is confirmed

Contacts and email instructions:

Julie Alzheimer 742-6131 (work) 440-4416 (cell) Alzheimer_Julie@asdk12.org
Christi Sitz 742-6052 (work) Sitz_Christi@asdk12.org
Melissa Kelly Early Childhood Transition Coordinator Kelly_Melissa@asdk12.org
907-742-1376 (work)
ILP Team Email: ILP@asdk12.org

[Emailing ASD from RT instructions](#)

EI ASD Raintree Identifier: B0040

RT Password for ASD: **PIC2ASDeis!**

Quick links:

[PandaDocs for ASD:](#) Application, invitation and ROIs all-in-one packet

[PIC-ASD Transition Appointments.xlsx](#) : shared appointment document with ASD

[Briefing Form:](#) available to inform ASD of child needs

Available on Sharepoint>Virtual Visits>ASD

[Additional ROIs for ASD only](#)

Printable form links:

[ASD Prior to 33 months](#)

[After 33 months](#)



Microsoft Forms

Available on Sharepoint>Virtual Visits>ASD

** links updated as of July 2025**