

Student Name _____

ID # _____

TRANSITION PLAN

*****COPIES OF ALL DOCUMENTS TO BE PLACED IN FOLDER*****

School year in which the student turns 12

Actions to be completed	Person(s) Responsible	Signature	Date
Administer initial Level I Career Assessments ; complete all three parts: student, parent and teacher interviews; use information to update IEP	Primary Teacher		
Develop a career plan; update annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor/ Primary Teacher		
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		

School year in which the student turns 13

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor/ Primary Teacher		
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		

School year in which the student turns 14

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; expanded to include Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor/ Primary Teacher		
*Notify parents that transition services will be incorporated into the IEP beginning at age 15	CASE		
*Send student formal invitation/letter to attend and participate in IEP meeting (required for age 15, but can be earlier)	CASE		
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
*Ensure IEP is compliant with SPP Indicator #13	CASE		

School year in which the student turns 15

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; includes Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Notify parents that transition services will be incorporated into the IEP beginning at age 15	CASE		
*Send student formal invitation/letter to attend and participate in IEP meeting (required for age 15, but can be earlier)	CASE		
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
*Ensure IEP is compliant with SPP Indicator #13	CASE		

School year in which the student turns 16

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; includes Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Ensure IEP is compliant with SPP Indicator #13	CASE		

School year in which the student turns 17

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; includes Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Ensure IEP is compliant with SPP Indicator #13	CASE		

School year in which the student turns 18

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; includes Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider student for Project SEARCH or TPSID			
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Complete Student Exit Summary (last semester of school); provide students with copy of important documents, IEP, psych eval; transcript; test accommodations; etc.			

Assure that copies of work-related documents are available: Social security card, Birth certificate, Obtain personal ID card, Obtain working papers (if appropriate)			
Apply for college and other post school educational training programs; assist student in applying for accommodations; signing up for entrance exams			
Investigate SSDI/SSI/Medicaid programs			
*Ensure IEP is compliant with SPP Indicator #13	CASE		

Students ages 19 - 21

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; includes Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Consider guardianship or age of majority issues			
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider student for Project SEARCH or TPSID			
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Complete Student Exit Summary (last semester of school); provide students with copy of important documents, IEP, psych eval; transcript; test accommodations; etc.			
Assure that copies of work-related documents are available: Social security card, Birth certificate, Obtain personal ID card, Obtain working papers (if appropriate)			
Apply for college and other post school educational training programs; assist student in applying for accommodations; signing up for entrance exams			
Complete transition to employment, further education or training, and community living, affirming arrangements are in place for the following: Post-Secondary/Continuing Education, Employment, Legal/Advocacy, Personal Independence/Residential, Recreation/Leisure, Medical/Health, Counseling, Financial/Income; Transportation/Independent Travel Skills, Other			
Investigate SSDI/SSI/Medicaid programs			
*Ensure IEP is compliant with SPP Indicator #13	CASE		

School year in which the student turns 17

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Ensure IEP is compliant with SPP Indicator #13	CASE		

School year in which the student turns 18

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider student for Project SEARCH or TPSID			
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Complete Student Exit Summary (last semester of school); provide students with copy of important documents, IEP, psych eval; transcript; test accommodations; etc.			
Assure that copies of work-related documents are available: Social security card, Birth certificate, Obtain personal ID card, Obtain working papers (if appropriate)			
Apply for college and other post school educational training programs; assist student in applying for accommodations; signing up for entrance exams			
*Ensure IEP is compliant with SPP Indicator #13	CASE		

Students ages 19 - 21

Actions to be completed	Person(s) Responsible	Signature	Date
Complete and update Level I Career Assessments annually; complete all three parts: student, parent and teacher interviews; use information to update IEP; includes Measurable Post-Secondary Goals and Coordinated Set of Transition Activities	Primary Teacher		
Career plan updated annually; collaborate with school counselor for *Annual Guidance Review, review graduation requirements	School Counselor		
*Send student formal invitation/letter to attend and participate in IEP meeting	CASE		
Involve ACCES-VR/CBVH, as appropriate, within 2 years of school exit Note:			
Investigate need for OPWDD services, as appropriate Note:	Psychologist/CASE		
Consider guardianship or age of majority issues			
Obtain parental *consent so that the appropriate adult agency representative can be involved. Note: Agency involved _____	CASE		
Consider student for Project SEARCH or TPSID			
Consider need for other career assessments; Level 2 or 3 Career Assessment			
Consider the need for residential opportunities			
Develop Transportation/Mobility Strategies: Independent Travel Skills Training			
*Complete Student Exit Summary (last semester of school); provide students with copy of important documents, IEP, psych eval; transcript; test accommodations; etc.			
Assure that copies of work-related documents are available: Social security card, Birth certificate, Obtain personal ID card, Obtain working papers (if appropriate)			
Apply for college and other post school educational training programs; assist student in applying for accommodations; signing up for entrance exams			
Complete transition to employment, further education or training, and community living, affirming arrangements are in place for the following: Post-Secondary/Continuing Education, Employment, Legal/Advocacy, Personal Independence/Residential, Recreation/Leisure, Medical/Health, Counseling, Financial/Income; Transportation/Independent Travel Skills, Other			
Investigate SSDI/SSI/Medicaid programs			
*Ensure IEP is compliant with SPP Indicator #13	CASE		