

## High School Staff Guidelines Student Application for ACCES-VR Services

### Minimum requirements for application:

- ACCES-VR Application (**double sided**) top portion of page 1 completed & **signed** by student (& parent if under age 18). *Completing entire application can expedite service delivery.*
- Information Release Authorization (form VR-21). **Signed** by student (& parent if under age 18).

### Information needed to determine if student is or is not eligible for VR Services:

- Individualized Education Program (IEP) or Section 504 Request (Most Recent) AND/OR:
- Psychological/Educational Evaluations, AND/OR:
- Medical/Physician Reports for disabilities not documented via the above evaluation.

### Documents needed for plan development and service delivery (*If provided at application, these documents can EXPEDITE service delivery*):

- ACCES-VR High School Supplemental Data Sheet
- Transcript of Grades
- Employability Profile and/or Career Plan and/or Vocational Assessments (Any Level)
- Resume/Work Study/Community Work Experience Reports/Copy Working Papers if applicable
- Student Exit Summary of Academic Achievements & Functional Perform

### Description of Forms

**1. Application for VR Services (VR-04):** Student applicant, with help from parent/guardian or teacher, completes front and back to best of ability. Applicant must sign at 'X' on front page. If student is under 18, parent or legal guardian must sign also.

**2. Information Release Authorization (VR-21):** Student applicant, with help from parent/guardian or teacher, completes 'Consumer Name'. Student must sign and date at 'Consumer Signature'. If student is under 18, parent or guardian must sign also.

**3. ACCES-VR High School Applicant Supplemental Data:** Should be completed by person/school staff/parent or guardian making the referral. Complete top part fully (up to bold black line). Bottom part is optional for applicant to complete (with or without assistance) but helpful if completed. Please attach indicated forms, if you have them.

**4. Authorization to Release/Obtain Information (VR-22):** Student applicant, with help from parent/guardian, or teacher, completes "Consumer name and address". Question #2 (Who is releasing this info?) should be name of school staff. Question #3 (Who is receiving this information?) and Question #4 (Why is this info needed?) are filled in for you. Student must sign and date at 'Consumer Signature'. If student is under 18, parent or guardian must sign also. Please attach indicated forms, if you have them.

## IN SCHOOL YOUTH REFERRAL GUIDELINES TIME LINE

Sept. -  
Dec.

### SCHOOL STAFF & VR STAFF SHARED ACTIVITIES

- VR Counselor & Transition Coordinator Meet To Agree On Referral Process and Review Potential Applicants
- Present ACCES-VR Orientation @ Schools To Students & Parents (VR Staff)
- Process Applications for Exiting Students First (School Staff & VR Staff)
- Gather Documentation of Disability(ies), Strengths, Interests, Aptitudes, & Abilities (School Staff & VR Staff)
- Begin Eligibility Determinations For Student Applicants (VR Counselor)

Jan. -  
April

### VR STAFF ACTIVITIES

- Continue To Process Applications & Eligibility Determinations
- Refer For Evaluations, eg. Rehab Tech, Voc. Assessments, Driver Evals, Neuropsych Evals, Community Based Work Assessments
- Refer For YES Participation & DOL Summer Employment
- Identify College Bound Students
- Begin Development of Individualized Plan for Employment (IPE) (VR Counselor)
- Begin to process applications for Juniors (School Staff & VR Staff)

May -  
Aug.

### SCHOOL STAFF & VR STAFF SHARED ACTIVITIES

- Continue to Process Applications for Juniors (School Staff & VR Staff)
- Gather Documentation of Disability(ies)
- Arrange For Rehab. Tech Assessments, Vocational Assessments, And other Evals
- Begin development of Individualized Plan for Employment (IPE) for Juniors (VR Counselors)
- Develop & Process Plans for Existing Consumers in Vocational Training, College, & Placement Services (VR Counselor)

The VRCs and the School Transition Coordinators work closely together to provide a positive transition for students. The VRCs meet with students year round to develop the counseling relationship and clarify vocational goals, moving closer to the employment goal with each meeting.