

# Transition Plan

Year: \_\_\_\_\_

Case Manager: \_\_\_\_\_

Grade: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Student: \_\_\_\_\_

These goals should be reflected on the Transition page of the IEP.	<b>Instruction</b> List courses specific to this goal	<b>Community Experience</b> List experiences related to this goal	<b>Other school and non-school activities</b> List activities related to this goal	<b>Key Contacts</b> List people, agencies, Internet sites... related to this goal
<b>EMPLOYMENT GOAL</b>				
<b>POST-SECONDARY EDUCATION/ TRAINING GOAL</b>				

# Transition Plan cont'd.

<p>These goals should be reflected on the Transition page of the IEP.</p>	<p><b>Instruction</b> List courses specific to this goal</p>	<p><b>Community Experience</b> List experiences related to this goal</p>	<p><b>Other school and non-school activities</b> List activities related to this goal</p>	<p><b>Key Contacts</b> List people, agencies, Internet sites related to this goal</p>
<p><b>INDEPENDENT LIVING GOAL</b></p>				
<p><b>COMMUNITY PARTICIPATION GOAL</b></p>				

## EMPLOYMENT

**DESCRIPTION:** By starting early, you can turn your dreams into reality. You need to explore your interests, preferences, readiness, learning styles, abilities, and skills to make an informed decision. You also need to experience the workplace. (How do you know if you want to be a \_\_\_\_\_ if you don't know what they do?) Participate in many experiences so you can make an informed decision. Use the information to think about the courses you should take in school, skills you will need, type of lifestyle you want to lead, amount of education/training you are willing/able to take... Remember: You are in charge of your career plan and job search!! **Suggested Plan: Career Awareness>Exploration>Preparation>Action!!!**

### SUGGESTED ACTIVITIES AND MATERIALS:

Vocational interest inventories	Volunteer positions	Work-based learning
Aptitude/ability testing	Career portfolio	Job shadowing
Career research	Reasonable accommodations	Guest speaker with reflection
SCANS	Labor Market Information	Mentoring or e-mentoring
Career maturity ratings	Skill/ability evaluation	Work site tour with reflection
Job readiness surveys	References/recommendations	Internships
Work samples	Employability skills assessment	Apprenticeships
Work-related behaviors	Student/family interviews	Service learning
Learning style inventories	Vocational aptitude assessment	Career counseling
Situational assessments	Disability disclosure sheet	Job search
<i>Employment Student Guide</i>	Work history/experiences	Career fair
Interviews—mock and real	Work experience program	Supported employment
Resume, cover letter, application	Career & Tech Center evaluation	Worker rights/workplace safety
Part-time/summer jobs	Project-based learning	School-based businesses/clubs
Informational interviews	Work-study program	Explorer Post

**See reverse for descriptions of Employment activities and materials**

**Your network:** people who can help

Case manager: \_\_\_\_\_  
 Guidance: \_\_\_\_\_  
 STC Coord. \_\_\_\_\_  
 WIA: \_\_\_\_\_  
 NetWORKri: tel # \_\_\_\_\_  
 ORS Counselor: \_\_\_\_\_  
 Parents, neighbors, friends, relatives...  
 Agencies: \_\_\_\_\_

### MY EMPLOYMENT GOALS

YEAR:	GRADE:	GOAL:	DOCUMENTS:

# EMPLOYMENT ACTIVITIES AND MATERIALS

Sherlock Center at Rhode Island College, 2004 (Rev. 2008)

<b>SOURCE</b>	<b>DESCRIPTION</b>	<b>CONTACT</b>
<b>Interest Inventory</b>	Checklist of work-related activities to develop a list of jobs/careers suited to you. You can investigate those careers by research and work-based learning experiences (job shadowing, guest speakers, internships...)	<b>Case manager/ Guidance counselor</b>
<b>Learning Style Inventory</b>	How do you learn best? You might need a quiet room, written directions, directions read aloud... Take a quick survey to help you understand how you learn.	<b>Case manager</b>
<b>Situational Assessments</b>	You will be observed at work and evaluated in areas such as... attendance, work skills, behavior... Review these assessments and make a plan to improve.	<b>Case manager STC Coordinator Employer</b>
<b>Resume, cover letter, application</b>	Create these documents on disk and then you can update them more easily. When you exit school, keep the disk so you will have a head start.	<b>Case manager/ Teacher</b>
<b>SCANS</b>	Ask to see the list of skills every worker needs to be successful in the world of work. See how well you measure up in areas like teamwork, organization, technology, and information... Check-off the skills you have acquired.	<b>Case manager STC Coordinator</b>
<b>Employment portfolio</b>	A collection of documents such as resume, cover letters, recommendations, awards that you can present to an employer. Remember to update it and put in only materials that relate to your ability to do the job!!	<b>STC Coordinator Case manager guidance counsel.</b>
<b>Labor Market Information</b>	The Department of Labor and Training website has the latest information about jobs in RI at <a href="http://www.dlt.ri.gov/lmi/jobseeker.htm">http://www.dlt.ri.gov/lmi/jobseeker.htm</a> . Check it out!!	<b>Internet site</b>
<b>References/Recommendations</b>	Ask your employer, teacher, guidance counselor or any one else that can state your ability to work well to write a letter of recommendation. Keep these in your portfolio. You can also ask to use them as references.	<b>Guidance counselor</b>
<b>Career Fair</b>	A group of employers gather at one location. Students and job seekers visit employers' booths to get information and/or apply for jobs.	<b>Case manager/ Guidance counselor</b>
<b>Informational Interviews</b>	Interview a person who holds a job that interests you. Ask what a typical day is like, what they like/don't like about the job and other first-hand information. It can help you plan your schooling and career choices.	<b>Guidance coun. School - based coordinator</b>
<b>Volunteer positions</b>	One of the best ways to find out if this is the job for you. You won't get paid, but the benefits are well worth it!! (Course credit, references, resume...)	<b>Case manager Community</b>
<b>Service learning</b>	Visit a workplace for a few hours and watch people at work. It is a good time to ask questions and find out the skills that you will need to do a job.	<b>STC coordinator Case manager</b>
<b>Job Shadowing</b>	Tour a company and find out all the positions available. It will help you to understand the variety of jobs that are available at a worksite and see how companies are organized.	<b>STC coordinator Case manager</b>
<b>Work site tour with reflection</b>		<b>STC coordinator Case manager</b>
<b>Mentoring/e-mentoring</b>	A person from a company volunteers to meet (or email) with you to talk about what is expected at the workplace. You will start to understand the rules, expectations, skills, and social atmosphere of the workplace.	<b>STC coordinator Case manager</b>
<b>School-based businesses</b>	Students own and run a business within the school.	<b>STC coordinator Case manager</b>
<b>Internships</b>	A student is placed at worksite where they complete a set of activities that help them learn the skills needed for that job.	<b>STC coordinator Case manager</b>
<b>Apprenticeships</b>	A formal training in an occupation, with related course work.	<b>Guidance counselor</b>
<b>Worker rights/ workplace safety</b>	Receive training and information about hours, wages, working conditions, OSHA, age limitations for certain occupations, and more!! A must for every worker!	<b>Case manager STC Coordinator</b>

## POST-SECONDARY EDUCATION/TRAINING

**Description:** Do you need more education or training to get the job you want? You will need to understand your own learning style and necessary accommodations, advocate for yourself, meet admission criteria, choose the appropriate course of study and school, and meet financial requirements. Planning for this while still in high school is very important. You need to take the right courses and develop the skills you need to be successful. Talk with someone you know who is attending a post-secondary school. Get the inside scoop! Look at the choices: On-the-job training, Apprenticeships, Trade/technical schools, Adult education, Military, Community College, College, and University... Remember: Learning is lifelong!!!

**SUGGESTED MATERIALS AND ACTIVITIES: (include materials and activities from Employment area related to interests, abilities, assessments)**

<p>Learning styles inventory  <i>College Link</i> newsletter                  High school course plan                  College or trade school catalogs  <i>College Student Guide</i>                  Visit colleges, trade schools, vocational centers                  College fairs                  Placement testing                  Extracurricular activities—school clubs, music, arts...                  Computer software and website searches                  Portfolio                  ASVAB-military entrance test                  Use local resources                  Agency linkage</p>	<p>Time management and study skills                  College representative visits                  PSAT/SAT/ACT testing                  Explore career/education options                  Summer job/volunteer position                  Meet with a college advisor                  Meet with ORS counselor (if eligible)                  After school enrichment programs - ex: SMILE                  Practice applications, interviews and essays                  Campus visits – include support service office                  Discuss level of support needed                  Know your disability and needed accommodations                  Financial aid - grants, scholarships, loans, work-study...                  Take course at local tech. school or college</p>
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**Your network:**

Guidance counselor: \_\_\_\_\_

Post-Secondary schools: \_\_\_\_\_

\_\_\_\_\_

Disability support services office: \_\_\_\_\_

\_\_\_\_\_

Agency linkage: \_\_\_\_\_

**See reverse for descriptions of Post-Secondary activities and materials**

## MY POST-SECONDARY EDUCATION/TRAINING GOALS

YEAR:	GRADE:	GOAL:	DOCUMENTS:

SOURCE	DESCRIPTION	CONTACT
<b>High school course plan</b>	List all high school courses taken, grades, and credit given. Update the plan each time you get grades and new courses. Take course you will need for the career you are interested in. <i>**Make sure you pass required courses.</i> <i>Quarterly</i>	Case manager/guidance counselor
<b>Portfolio</b>	Collection of schoolwork, volunteer and work experiences, references, transcript, extracurricular activities, awards. In order to get needed accommodations, you will also need current testing, IEP, recommended accommodations based on testing results.	Case manager/guidance counselor
<b>College Student Guide</b>	A RI guide for students in transition. It will help you plan, identify supports, find information and provides timelines for getting things done. Ask your teacher for one, or download it at <a href="http://www.riic.edu/uap/publications/CollegeGuide.pdf">http://www.riic.edu/uap/publications/CollegeGuide.pdf</a>	Case manager
<b>College Link newsletter</b>	A newsletter for anyone supporting students planning to go to college. It is published 3-4 times a year. Download at: <a href="http://www.riic.edu/uap/collegelink.html">http://www.riic.edu/uap/collegelink.html</a> or ask your teacher for a copy.	Case manager
<b>Explore schooling options</b>	What are the best options for you? Trade/proprietary school, technical school, community college, college or university, distance learning.... Use what you know about yourself to choose wisely.	Guidance counselor Internet sites Catalogs
<b>Site visit to colleges</b>	Tour while classes are in session, sit in on classes, and visit the disabilities services office. Speak with a college adviser, if possible.	Guidance counselor
<b>Computer software searches</b>	Relate interests and skills to career and education options and provides occupation, education, training, and financial aid information.	Media center/Librarian
<b>PSAT, SAT or ACT</b>	Arrange to take the tests and any needed accommodations. See your guidance counselor to get the application, pay the fees, and arrange for accommodations...	Guidance counselor
<b>Practice applications, essays, interviews</b>	Prepare applications, essays and interview responses or questions and have a teacher/counselor preview them. Do a mock interview and perfect your presentation.	Guidance counselor
<b>Financial aid</b>	Go with your family to financial aid night at your local school. Find out all you can about grants, scholarships, work-study, and loans (half of all students get some financial aid). Find out more online at: <a href="http://www.ribghe.org/col-prep.html">http://www.ribghe.org/col-prep.html</a> !	Guidance counselor <i>RI Student Guide to College</i>
<b>Local resources</b>	Visit or call College Planning Center of RI, RI Office of Higher Education ...	Case manager
<b>College rep. visits</b>	Colleges send representatives to high schools to talk about their schools. It is a good time for you to get first hand information and ask your own questions. You may have to sign-up at the guidance office.	Guidance counselor
<b>ORS counselor</b>	Your counselor may be able to help you receive assistance in vocational assessment, job placement, and/or post-secondary education.	Case manager
<b>Enrichment programs</b>	Enroll in your school's enrichment program. It is a great way to learn about additional skills, mentoring, peer tutoring and support or scholarship funds. Go to: <a href="http://www.ribghe.org/rioppor.htm">http://www.ribghe.org/rioppor.htm</a> website for a more complete listing.	Guidance counselor
<b>College Fair</b>	A group of colleges and universities will set up booths at a location where you can get information and ask questions. Sign-up for fairs is usually through the guidance department.	Guidance counselor

## INDEPENDENT LIVING

**Description:** Independent living means much more than just moving out of your family home to live on your own. It involves handling your own personal finances, daily living skills, living arrangements, health care, consumer knowledge, self-advocacy... just to name a few!! There are skills and supports you should find out about now to prepare you to handle whatever life throws your way. Many of these skills can be learned at home and in your classes. Even if you think you already know these things, use some of these materials and activities to make sure you have covered all your bases. Remember: Self-determination skills (know yourself, value yourself, plan, act, and then experience outcomes and learn) such as goal setting, problem solving, and coping are all important to living independently.

**SUGGESTED ACTIVITIES AND MATERIALS:**

- |  |   |
|--|---|
| Daily Living Skills Assessment<br>Student/family questionnaire<br>Health survey<br>Birth certificate<br>State ID/Driver's license<br>Life skills classes<br>Health classes<br>Food classes<br>Assistive technology/ adaptive equipment evaluation<br>Develop short &/or long term goals<br>Banking skills<br>Budgeting skills<br>Consumer skills | Trusts/wills information<br>Personal care attendant<br>Insurance - personal and health<br>Guardianship<br>SSI/SSDI/PASS application<br>Agency linkage<br>Housing options<br>Household management skills<br>Leisure activities options<br>Advocacy - personal and legal<br>Relationships - family and personal<br>Plan for areas of need<br>Real Life Fair |
|--|---|

**Your network:**

- OSCIL: \_\_\_\_\_  
 PARI: \_\_\_\_\_  
 PAL: \_\_\_\_\_  
 MHRH/DDDD: \_\_\_\_\_  
 MHRH/DIMHS: \_\_\_\_\_  
 SOCIAL WORKER: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

**See reverse for description of Independent Living activities and materials**

### MY INDEPENDENT LIVING GOALS

YEAR:	GRADE:	GOAL:	DOCUMENTS:

# INDEPENDENT LIVING ACTIVITIES AND MATERIALS

Sherlock Center at Rhode Island College, 2004 (Rev. 2008)

<b>SOURCE</b>	<b>DESCRIPTION</b>	<b>CONTACT</b>
Life Skills	This assessment measures your skills in the areas of banking, budgeting, health care, home	Case manager

## COMMUNITY PARTICIPATION RESOURCES

Sherlock Center at Rhode Island, 2004 (Rev. 2008)

<b>SOURCE</b>	<b>DESCRIPTION</b>	<b>CONTACT</b>
Driver's education and licensing	Under RI law, driver's ed is available to people 2 months before their 16 <sup>th</sup> birthday. Sign-up for the course and written exam through your school. If you have a barrier to driving, ask your teacher to refer you to Office of Rehabilitation Services (ORS) for an evaluation to determine eligibility and possible adaptations. You must be able to pass permit and road tests given by the Dept. of Motor Vehicles.	Guidance counselor Case manager
Public transportation	RIPTA offers statewide, public bus transportation. You can take a bus downtown or to the beach!! Visit their website at: <a href="http://RIPTA.com">RIPTA.com</a> .	Case manager RIPTA
Travel training	Trains, planes, and automobiles!! (What about taxis, boats, bikes, and motorcycles?) Learn how to read a schedule, buy a ticket, make a reservation or call for a taxi!! Ask your IEP team if you need help.	Case manager
Voting	Register to vote by completing a Voter Registration Form. You may register to vote before you turn 18, but you must be 18 on election day in order to vote. Forms are available at <a href="http://www.elections.ri.gov/">http://www.elections.ri.gov/</a> . People at the polling place will help you vote or you can get additional help. If your teacher arranges for the RI Board of Elections to bring voting equipment, you can practice casting your vote. Make a difference, have a say in your community!!	Case manager Town Hall
Youth and Law classes	Take a class in high school to learn more about your rights and responsibilities as a US citizen. Citizenship information is available at the Dept. of Immigration and Naturalization or: <a href="http://www.uscis.gov/">http://www.uscis.gov/</a> . Know your rights!!	Case manager Guidance counselor
Club membership	Join a club at school: band, foreign language, ski, student council... or one in your community: fitness, Scouts, YM/WCA, boys and girls clubs... the list goes on!! Find out what is available in your community and join. These memberships can lead to greater opportunities in the future – improving your resume, leading to letters of recommendation.	Case manager
Sports	What's your favorite: baseball, football, lacrosse, or swimming...? Involvement in sports has many benefits: health, fitness, friendships, teamwork, and who knows...scholarships or even the NBA!!!	Guidance counselor
Social/religious groups	These groups could lead to more involvement in your community, be a way to 'give back', or help you develop great new friendships.	Family
Group advocacy	Join a group of people interested in increasing opportunities and alternatives for people with disabilities, such as ... RIDDC, PAL...	Case manager
Interpersonal skills	These are the most important skills needed to get along in society. Employers expect you to be able to communicate well and get along with others, especially customers. Take a quick survey to see if there are some skills you should improve before leaving school.	Case manager
Local resources	Where do you look for help in the community? Learn where and how to get the help you need.	Case manager
Adult education	Important learning opportunities are available in classes that do not result in credits, certificates, or degrees. Take a course in stained glass or auto repair. They can be fun and teach valuable skills. Who knows, you may make some new friends with the same interests.	Case manager