

# BRUSH COUNTRY CO-OP

## PROCEDURES FOR TRANSITION

All forms are completed in draft form and not considered final until accepted by the ARDC.

Frequency	Transition Steps	Responsible Person
AT AGE 13 or Initial placement	Read <b>Vocational Assessment for Special Education Students</b> document found on BCC website Complete the <b>Pre-Meeting Transition Checklist</b> to ensure all required documents are secured (found on BCC website)	Special Ed. Teacher or Diagnostician
AT AGE 13 or Initial placement	Students taking only General Education Academic Classes- Is there a completed <i>Career Interest Inventory</i> ? <b>OR</b> Students taking a minimum of one vocational class- Is there a completed appropriate <i>Vocational Assessment</i> ? <b>If an assessment is not given to ALL students by the district, then Consent for Evaluation must be signed by parent before the test is given.</b>	General Ed. Counselor or Special Ed. Teacher
Per request for needed info	Have parent/legal guardian sign the <b>Consent Transition Release</b> form. (Needed to invite an outside agency if applicable)	Diagnostician
<b>Annually</b> Age 14 & up	Invite parent/legal guardian/child and any outside agencies (with prior written consent from parent/legal guardian/student) to an IEP (ARDC) meeting to discuss transition. <b>Each party must have their own invitation.</b>	Special Ed. Teacher or Diagnostician
<b>Annually</b> or if Referred/Transfer Age 14 & up	Have the parent/legal guardian complete a <b>Parent Survey</b>	Special Ed. Teacher with Parent
<b>Annually</b> or if Referred/Transfer Age 14 & up	Have the student complete a <b>Student Interview</b>	Special Ed. Teacher with student
<b>Annually</b> or if Referred/Transfer Age 14 & up	Have the General Ed. teachers complete a <b>Teacher Survey</b>	Special Ed. Teacher/ General Ed. Teacher
8 <sup>th</sup> grade & Review <b>annually</b>	Complete the <b>Supplement: Transition</b> form in SuccessEd using data gathered from above interviews/surveys	Special Ed. Teacher with Parent/Student
8 <sup>th</sup> grade & Review <b>annually</b>	Complete the <b>Transition: Coordinated Set of Activities</b> form in SuccessEd; <b>Create annual goal(s)</b>	Special Ed. Teacher with Parent/Student
8 <sup>th</sup> grade (age 14) & Review <b>annually</b>	Complete/Update <b>Graduation Plan: Course of Study</b> form in SuccessEd or district's Graduation Plan (this is a working document)	General Ed. Counselor with Parent/Student
<b>Annually</b> Age 14 & up	Ensure Coordination with Outside Agencies as appropriate	Special Ed. Teacher or General Ed. Counselor with Parent
8 <sup>th</sup> grade (age 14) & Review <b>annually</b>	Update the <b>Self-Help Employability Skills (SHES Profile)</b>	Special Ed. Teacher with student
8 <sup>th</sup> grade (age 14) & Review <b>annually</b>	Help student become involved in community activities (4H, Church, etc.)	Special Ed. Teacher with Parent/Student
8 <sup>th</sup> grade (age 14) & Review <b>annually</b>	Research eligibility requirements for Assisted Living(group home) (if needed)	Special Ed. Teacher or General Ed. counselor with parent
<b>Annually</b> age 14 & up	Address Transition Services with Parent/Student during annual ARDC meeting. (provide student/parent with a copy of the transition and employment guide)	Special Ed. Teacher or Diagnostician
12 <sup>th</sup> grade	Complete the <i>Graduation Supplement</i> Form	ARDC
12 <sup>th</sup> grade	Complete the <i>Summary of Performance</i> Plan	ARDC
12 <sup>th</sup> grade	Have parent/student complete the <b>Transition: Follow up Assessment</b>	Special Ed. Teacher with parent/student