

# BRUSH COUNTRY CO-OP

## VOCATIONAL ASSESSMENT FOR SPECIAL EDUCATION STUDENTS

Prior to age 14, special education students require a vocational assessment. This group should include students who are at risk of dropping out, who are going to graduate through the VAC program, and who are planning to take CTE classes.

Most often, students will need *Assessment 1* and *Assessment 2*. *Assessment 3* should be recommended when the student's impairment invalidates the *Assessment 1* or *Assessment 2* or the results do not yield definitive information to make appropriate decisions concerning CTE courses. The purpose of the vocational assessment is to collect information to make valid decisions for the student's career/transition plans. This assessment fulfills the requirements for CTE state mandates. This assessment must be reviewed by the ARDC within thirty (30) days of completion of vocational assessment. Placement recommendations and support service recommendations must be included during the ARDC.

### **LEVEL 1 – Screening**

Cumulative Record Review	Special Education Eligibility Data (Including FIE)
Student Interview	Parent Survey
Teacher Interview	Self Help and Employability Profile
Student Observations	Daily living skills
Situational Assessment	

### **LEVEL 2 – Clinical/Exploratory**

*All of the above PLUS:*

Formal assessment of career interest and aptitude administered to ALL students at 8<sup>th</sup> grade or higher through regular ed. Counselor's office

**OR**

Another formal assessment that meets the needs of the student such as Career Scope Aptitude Interest Inventory (on-line version), OASIS, Reading Free Vocational Assessment, etc.

### **LEVEL 3 – Vocational Evaluation**


Simulated Job Stations  
Work Based Instructions  
Situational Assessments  
Functional Living Skills Assessment ([www.caseylifeskills.org](http://www.caseylifeskills.org))  
Work Sample Portfolio  
Behavioral Observations  
Community-based Assessments

# BRUSH COUNTRY CO-OP

## PROCEDURES FOR VOCATIONAL ASSESSMENTS

MUST be completed prior to age 14

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

When	Vocational Assessment Steps	Responsible Person
7 <sup>th</sup> Grade Ages 12/13	Introduce the idea of transition in the annual ARDC meeting. Provide information to the student and parent/legal guardian (pamphlet, web sites, etc.)	Sped Teacher, ARDC
8 <sup>th</sup> Grade Prior to Age 14 	Notify parent/legal guardian/student of vocational assessment (Give notice of evaluation) and get consent to test (using Consent for Evaluation)	Sped Teacher
	Have student complete the Transition: Student Interview found in Success Ed.	Sped Teacher/ student
	Have parent complete the Transition: parent survey found in Success Ed.	Sped Teacher/ parent
	Have both the General education and sped teacher complete the Transition: Teacher Survey	Sped Teacher/ General Ed. Teacher
	Complete appropriate Vocational Assessment (Career Scope Aptitude Interest Inventory, online version or Oasis or Reading Free Vocational Assessment)	Sped Teacher/ General Ed. Teacher
	Review and summarize cognitive and academic information from FIE	Diagnostician
	Write up summarization of vocational assessment results and request an ARDC meeting within 30 days.	Diagnostician, Sped Teacher

**Step 1:** Give parent/legal guardian/student notification of Vocational Assessment and get consent to test. Use the Notice of Evaluation and the consent for evaluation form located under the SE FIE tab within SuccessEd.

**Step 2:** Have the student, General Ed. and Special Ed. teachers and parent complete the Transition: student interview form, Transition: parent survey, Transition: Teacher Interview which are located under the SE Manager tab within SuccessEd.

**Step 3:** Complete Vocational Assessment that fits the needs of the student or work sample portfolios. If ALL students are administered an interest and aptitude test through general ed. these results may be used.

**Step 4:** Complete the Vocational Assessment form that is located under the SE FIE tab within SuccessEd. Must be completed for ALL students.

**Step 5:** Review and summarize cognitive and academic information based on the students current FIE.

**Step 6:** Write up summarization of the vocational assessment results. Request an ARDC meeting to discuss the results within 30 days of completion of the vocational assessment.