

***Secondary Transition Planning: The Basics***  
***Achieve Successful Outcomes AND Meet Mandates***



- ✓ Help Students Prepare For Life After High School
  - ✓ Write IEPs that meet the Legal Mandate
  - ✓ Implement IEPs using Best Practices

**High Expectations + Effective Transition Planning= Positive Outcomes**

**Readiness for College, Careers & Life After High School**

**January 2020**



# Transition Planning: The Basics

## References

This document is developed to assist transition teams to develop effective transition language in the IEP that is compliant with current legal mandates. It recognizes that **transition is a process- not a document** - so it lists the Federal and State mandates for secondary transition on one page with corresponding research-based best practices on the opposite page.

### Primary Resources and References

National Technical Assistance Center on Transition (NTACT) <http://www.transitionta.org>

Transition Coalition [www.transitioncoalition.org](http://www.transitioncoalition.org)

National Office of Special Education and Rehabilitation Services (OSERS) 2017 A Transition Guide  
[www2.ed.gov/about/offices/list/osers/index.html](http://www2.ed.gov/about/offices/list/osers/index.html)

IDEA Website <https://sites.ed.gov/idea>

California Department of Education [www.cde.ca.gov/specialeducation](http://www.cde.ca.gov/specialeducation)

California Department of Education Web-Guide to Secondary Transition [www.cde.ca.gov/sp/se/st/](http://www.cde.ca.gov/sp/se/st/)

California Department of Education School Dashboard, 2019 <https://www.caschooldashboard.org>

California Department of Education Career-Technical Education <https://www.cde.ca.gov/ci/ct/>

California Department of Health and Human Services

Blueprint for Competitive Employment <http://www.chhs.ca.gov/Pages/Competitive-Integrated-Employment>

California Department of Rehabilitation (DOR): [www.dor.ca.gov](http://www.dor.ca.gov)

Department of Labor: Workforce Innovation and Opportunity Act (WIOA) [www.doleta.gov/wioa](http://www.doleta.gov/wioa)

Workforce innovation Technical Assistance Center [www.wintac.org](http://www.wintac.org)

Department of Labor Office of Disability Employment Policy (ODEP): [www.dol.gov/odep](http://www.dol.gov/odep)

### Publications

The Early Years Career Development for Young Children A Guide for Educators

Developing a College and Career-Ready Workforce: An Analysis of ESSA, Perkins V, IDEA, WIOA

Improving Performance of Students with Disabilities: A Handbook for Providing Technical Assistance to LEAs

### Other References:

Final Regulations to align IDEA mandates with Every Student Succeeds Act: Federal Register

The 2020 Federal Youth Transition Plan: A Federal interagency strategy for collaboration

<http://www.dol.gov/odep/pdf/20150302-FPT.pdf>

Indicator 13 language is based on the NTACT/NSTTAC) Indicator 13 Checklist

Percent of youth aged 16 and above with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will reasonably enable the child to meet the post-secondary goals (20 U.S. S.C.1416(a)(3)(B). IDEA regulations cited are based on Regulations: Part 300 / D / 300.320)

Further, the regulations recognize that there are numerous mediating factors that positively or negatively affect an adult's acquisition of goals for which a school could not be held accountable (IDEA Part B, 614,(d)(1)(A)VIII;300.1(a). (Translation: LEA is not responsible for decisions students make after leaving school.)

Copies of these resources are available for purchase at the California Transition Alliance Website  
[www.catransitionalliance.org](http://www.catransitionalliance.org). Updated January, 2020



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## A Perspective

In 2004, transition services for students with disabilities were mandated in the Individuals with Disabilities Act (IDEA). In 2020 transition is a primary focus of education and the workforce development legislation. College and Career Readiness is **transition for all, including students with disabilities**. This focus validates the need to prepare all students to have a plan for their future as they leave the K-12 system. There is increasing focus on the value of post-secondary education as part of the path to employment for technical careers, as well as high-skill jobs. The job market is impacted by technology. All youth need strong academic skills and further education.

There are multiple pathways to careers from on-the-job training provided by employers, on-line educational opportunities, the military, apprenticeships, occupational certification, and traditional degree and certificate programs that are offered through community colleges and four year universities.

There is an increasing focus on **Employment for All**. Employment First initiatives emphasize that work is a right and a responsibility for everyone who is a capable of working.

Research tells us that the four most critical skills for success in employment are the 4 Cs:

1. **Communication**
2. **Collaboration**
3. **Critical Thinking**
4. **Creativity**

**The primary reasons people work are (in order of priority) are to:**

1. **Feel Good about Ourselves**
2. **Be Around Others**
3. **Continue to Learn**
4. **Stay Active**
5. **Make Money**

There is increasing emphasis placed on post-school outcomes. We need to know if students who left school are working and/or pursuing post-school education and training.

**The Bad News: National and State statistics define our challenge**

**Individuals with disabilities continue to experience higher rates of unemployment than non-disabled peers.**

**21%** of working age adults with disabilities are employed versus **69%** of people without disabilities.

**73%** of students with IEPs earn a high school diploma in California vs. **85%** of students without disabilities

**90%** of employers prefer to hire youth with high school diplomas. **70%** of jobs require diplomas.

**25%** of people with disabilities live in poverty with average annual incomes less than \$15,000.

**26%** of workers with Intellectual Disabilities/Developmental Disabilities (ID/DD) are working in community employment, with the majority still in sheltered and non-work settings. Employment First initiatives are focusing on transitioning ID/DD youth directly into integrated competitive employment (ICE) as they leave school.

**The Good News**

**People who are competitively employed are contributing to the economy.**

- 600,000 scientists and engineers currently employed have disabilities.
- Employment training and vocational experiences lead to better post-school outcomes.
- Some of the top innovators in the US have disabilities, including Chief Executive Officers of Ford Motor Company, Xerox, Turner Television and Apple. Many companies are striving for an inclusive workforce.



## Terminology

It is important to be aware of recent legislation and reform initiatives that are being developed that impact transition for all youth, including students with disabilities. Here is a list of "buzz words" we need to know.



**College Readiness** is most commonly defined as being ready for college level coursework without remediation. It means more than pursuing any post-secondary experience, including two and four year institutions leading to a credential, certificate, degree or license. ([www.air.org](http://www.air.org))



**Career Readiness** means that a high school graduate has the English and math knowledge and skills needed to qualify for and succeed in post-secondary job training and or/education necessary for their chosen career. ([www.air.org](http://www.air.org))



**Work-Based Learning is defined in Ed. Code (51760-51769.5)** as an educational approach or instructional methodology that uses the workplace or real work to provide pupils with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. There are an array of work-based learning experiences for career awareness, career exploration, career preparation and career training.



**Competitive Integrated Employment - The optimal employment outcome:** Full time or part-time work at minimum wage or higher, with wages and benefits similar to employees without disabilities performing the same work, and fully integrated with co-workers without disabilities. Source: WIOA [www.wintac.org](http://www.wintac.org)



**Customized Employment:** Competitive integrated employment for an individual with a significant disability that is based on an individualized determination of the strengths, needs, and interests of the individual with a significant disability and the business needs of the employer and carried out "through flexible strategies." Source: Workforce Opportunity and innovation Act



**Self-determination** is believing you can control your own destiny. Self-determination is a combination of attitudes and abilities that lead people to set goals for themselves and to take the initiative to reach these goals. It is about being in charge, but is not necessarily the same thing as self-sufficiency or independence. It means making your own choices, learning to effectively solve problems, and taking control and responsibility for one's life. Practicing self-determination also means one experiences the consequences of making choices. (Source: Pacer Center at [www.pacer.org](http://www.pacer.org))



**Person Centered Planning** focuses on the individual's interests, skills, and strengths and needs as stated by the individual. Person Centered planning requires engaging the individual in planning their goals. [www.pacer.org](http://www.pacer.org)



**Inclusive Practices:** *inclusion* secures opportunities for students with disabilities to learn alongside their non-disabled peers in *general education* classrooms. SIP Project: <https://www.rcoe.us/student-program-services/supporting-inclusive-practices-sip-project>



**Asset Focused Assessment** and Teaching focuses on the student's strengths and attributes. Helping students identify and leverage their strengths, interests and preferences can lead to more self-awareness and self-advocacy. [www.understood.org](http://www.understood.org)



# Federal and State Legislation is Aligned with Transition for All Students, Including Students with Disabilities.

Common Focus: Preparing All Youth to Meet Workforce Demands for the Future Employment, Post-Secondary Education and Training

**Individuals with Disabilities Education Act (IDEA)**  
**Mandates for Transition**  
 Mandates Transition Services  
**Based on post-secondary goals:**  
**Employment, Education/Training, Independent Living**  
 Validated by Assessments  
 Defined Course of Study  
 Transition Services  
 Annual Instructional Goals  
 Student Engagement  
 Collaboration with Agencies

**Every Student Succeeds Act (ESSA)**  
 Meet Challenging Academic Standards  
 Increase Inclusion in General Ed.  
 Accountability-  
**College and Career Readiness**  
 (Ca School Dashboard)  
 Defines High School Diploma  
 Defines Alternative Diploma

**Perkins V funds**  
**Career Technical Education**  
 Preparation for Employment  
 Career-Technical Pathways  
 Collaboration with Colleges  
 Career Development  
 Employability Skills  
 Work-Based Learning  
 Career Assessments  
 Inclusion of "special Populations  
 Standards for Career Ready Practice

**Work Innovation and Opportunity Act (WIOA)**  
 Coordinates workforce development resources, including Education, Department of Rehabilitation  
 American Job Centers  
 Pre-Employment Transition Services

**California Local Control Funding Formula**

|                               |                    |
|-------------------------------|--------------------|
| <b>Conditions of Learning</b> | <b>Engagement</b>  |
| State Standards               | School Climate     |
| Course Access                 | Student Engagement |
| Expelled Youth                | Parent Involvement |
| Foster Youth                  |                    |
| Basic Services                |                    |
| <b>Student Outcomes</b>       |                    |
| <b>Student Outcomes</b>       |                    |
| <b>Student Achievement</b>    |                    |



## California College and Career Indicators

College and Career Readiness is a growing concern nationally.

The workplace is changing. Opportunities are changing as technology and artificial intelligence impact all aspects of work. Students are required to master academic skills and acquire technical skills and pursue post-secondary education and training in order to prepare for careers of the future.

The State of California has identified strategies to measure college and career readiness. These College and Career Readiness measures are based on the number of high school graduates who are prepared for college or a career. For more information, visit [www.caschooldashboard.org](http://www.caschooldashboard.org). It is a helpful tool for schools to monitor progress and identify students who are struggling to achieve college and career readiness.

The following measures are approved as indicating college or career readiness:

- Career Technical Education Pathway Completion
- Grade 11 Smarter Balanced Summative Assessments in ELA and mathematics
- Advanced Placement Exams
- International Baccalaureate Exams
- College Credit Course (formerly called Dual Enrollment)
- a–g Completion
- State Seal of Biliteracy
- Military Science/Leadership

### Additional Career Indicators

- Workforce Readiness (Strategic Skills) Certificate Program Completion
- Food Handler Certification Program Completion
- Pre-Apprenticeship Certification Program Completion
- Pre-Apprenticeship Program (non-certified) Completion
- State or Federal Job Program Completion (Examples: Job Corps, Youth Build)

In addition to the indicators listed above, students with IEPs can also document career readiness through:

WorkAbility I Work-Based Learning Program Completion  
Transition Partnership Program and Work-based Learning Completion

- Student wages for try-out employment
- Placement in Workability I subsidized competitive integrated employment
- Employment—unsubsidized competitive integrated employment
- Apprenticeship
- Internships (paid or unpaid)
- Community based vocational instruction



## Trends

### Start Early

IDEA mandates transition starts by age 16 and earlier if appropriate. Research tells us we must start preparing for transition much earlier, at least at the Pre-School/Kindergarten level if students will have sufficient time to learn about themselves and make informed choices about their post-secondary goals.

We need to begin earlier than high school to develop academic, technical, and employability skills. When do children begin communication skills, interpersonal skills, teamwork, and problem solving? Answer: PreK-grade 3. These are the skills that are required to be employed as adults.

#### **Inclusion in Regular Education enhances the opportunity to develop academic skills.**

The Every Student Succeeds Act (ESEA) emphasizes equal access to education, high academic standards and accountability. It recognizes that students with disabilities are general education students first. Increasingly, students with IEPs are included in general education classes.

Inclusion in general education requires students with disabilities to have access to general education curriculum and be engaged in regular education classes with peers without disabilities. It requires adoption of differentiated instruction, universal design for learning, and effective collaboration between general education and special education services to ensure adequate support services are provided.

#### **There is significant value to inclusive education.**

| <b>For Students with Disabilities</b>  | <b>For Students without Disabilities</b> |
|--|--|
| ❖ Higher rates of academic performance | ❖ Greater gains in math and reading      |
| ❖ More satisfied, diverse friendships  | ❖ Reduced fear of differences            |
| ❖ Less disruptive behavior             | ❖ Greater empathy                        |
| ❖ Improved communication skills        | ❖ Increased social cognition             |
| ❖ Better post-secondary outcomes       | ❖ Improved self confidence               |

Source: State Inclusion Project: [www.sipinclusion.org](http://www.sipinclusion.org)

### Person Centered Planning

Person-centered planning is a process of discovering how an individual wants to live his life, learning his strengths and abilities, determining the supports he requires to live that life, and then creating a plan to make that life possible. The focus is on the person, not on the disability or the services available.





## 2018 Predictors (Services) that lead to Outcome for students with disabilities

### National Technical Assistance Center on Secondary Transition

| Predictor/Outcomes                | Education | Employment | Independent Living |
|-----------------------------------|-----------|------------|--------------------|
| Career Awareness:                 | X         | X          |                    |
| Career and Technical Education    | X         | X          |                    |
| Community Experiences:            |           | X          |                    |
| High School Diploma Status        |           | X          |                    |
| Goal Setting                      | X         | X          |                    |
| Inclusion in General Education:   | X         | X          | X                  |
| Interagency Collaboration:        | X         | X          |                    |
| Occupational Courses:             | X         | X          |                    |
| Paid Employment Work Experience:  | X         | X          | X                  |
| Parent Expectations               | X         | X          | X                  |
| Parental Involvement:             |           | X          |                    |
| Program of Study:                 | X         | X          |                    |
| Self Care/Independent Living      | X         | X          | X                  |
| Self Determination/Self Advocacy: | X         | X          |                    |
| (New) Self Realization            | X         | X          | X                  |
| Social Skills:                    | X         | X          |                    |
| Student Support:                  | X         | X          | X                  |
| (New) Technology Skills           |           | X          |                    |
| Transition Program                | X         | X          |                    |
| Travel Skills                     | X         |            |                    |
| Work Study:                       |           | X          |                    |



## State Performance Plan

The Individuals with Disabilities Education Act (IDEA) requires each state to develop a state performance plan/annual performance report (SPP/APR) that evaluates the state's efforts to implement the requirements and purposes of the IDEA and describes how the state will improve its implementation.

### The California State Performance Plan

1. Increase Graduation Rate
2. Reduce Drop Out Rate
3. Increase Participation and Proficiency Performance of Students with IEPs on statewide assessments
4. Reduce Suspension / Expulsion Rate
5. Education Environment
6. Preschool Environment
7. Preschool Outcomes
8. Increase Parent Involvement
9. Disproportionate representation of racial/ethnic groups
10. Disproportionate representation of disability groups
11. Child Find
12. Early Childhood Transition
13. Secondary Transition in the IEP
14. Post-School Outcomes
15. Resolutions
16. Mediations
17. State Systemic Improvement Plan



## Secondary Transition Services as Defined in IDEA

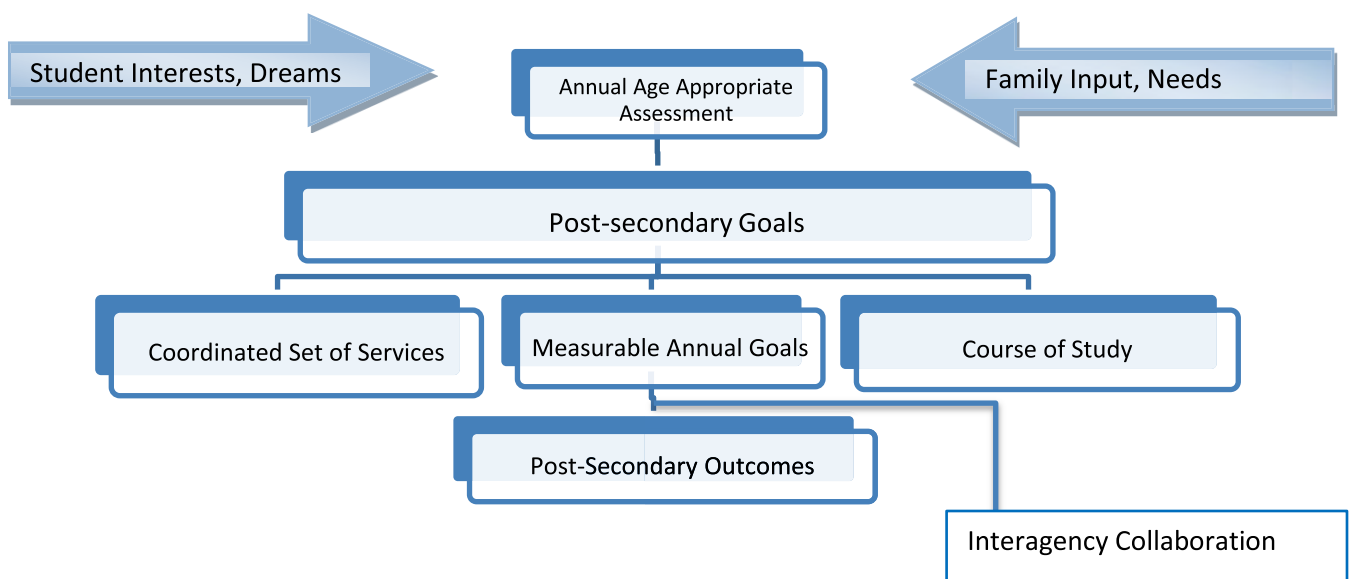
The term “transition services” means a coordinated set of activities for a child with a disability that:  
(34 CFR 300.43(a) 120 U.S.C. 1401 (34))

- Is designed to be within a **results-oriented process**, that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child’s **movement from school to post-school activities**;
- Including post-secondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation;
- Is based on the individual child’s needs, taking into account the child’s strengths, preferences, and interests; and
- Includes instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, if appropriate, acquisition of daily living skills and functional vocational evaluation.

### And includes:

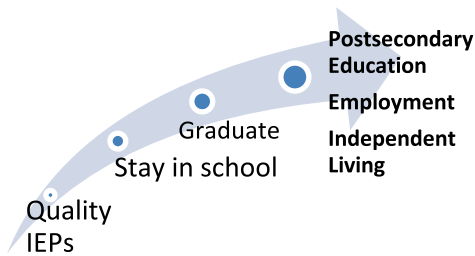
- To the extent appropriate, with the consent of the parents or child who has reached the age of majority, the public agency must invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services. (34 CFR 300.321(b)(3))
- Transition services, begin not later than the first IEP to be in effect when the child turns 16, or younger if determined by the IEP Team, and are updated annually. The IEP must include measurable post-secondary goals based upon age appropriate assessments related to training, education, employment, and where appropriate, independent living skills and the transition services (including the course of study) needed to help the child in reaching those goals.

### How to Construct the Transition Individualized Education Program



## State Performance Plan

IDEA requires each state to develop a performance plan and evaluate progress toward achieving the goals listed on the plan.



**The State of California’s Performance Plan lists four indicators that specifically related to secondary transition:**

- (1) Increase Percent of youth with IEPs graduating with a regular diploma
- (2) Decrease the drop-out rate
- (13) Achieve compliance with federal guidelines on the IEP
- (14) Improve outcomes in employment, education/training, and independent living

### **The California State Performance Plan Indicator 13: “Achieving Compliance with Federal Guidelines on the IEP”**

**Schools are required to document the IEP meets the elements of Indicator 13.**

**In order to be compliant the answer should be “yes” to each of the following questions.**

**This tool ensures the IEP is written as required by federal regulations.**

1. Are there **appropriate measurable post-secondary goals** in the areas of **education & training, employment,** and as needed, **independent living skills**?
2. Are the **post-secondary goals updated annually**?
3. Is there evidence that the measurable post-secondary goal(s) were based **on age-appropriate transition assessment**?
4. Are there **transition services** in the IEP that will reasonably enable the student to meet his/her post-secondary goal?
5. Do transition services **include courses of study** that will reasonably enable the student to meet his or her post-secondary goal(s)?
6. Is (are) there **annual IEP goals related to the student’s transition service needs**?
7. Is there **evidence that the student was invited to the IEP team meeting** where transition services were discussed?
8. If appropriate, is **there evidence that a representative of any participating agency was invited to the IEP team meeting** with prior consent of the parent or student who has achieved the age of majority?



## Transition: The IEP This is one example of an IEP.

1. Post-secondary Goals
  - Education and training
  - Employment
  - Independent Living
2. Update Annually
3. Age appropriate assessment
4. Transition services
5. Course of study
6. Annual goals directly related to post-secondary goals
7. Student Invited to the IEP
8. Representative of agency that provides post-school transition support invited to the IEP.

Remember, it is necessary to provide documentation in the student record of:

- Assessments
- Invitations to student
- Invitation to agencies or justification for not inviting agencies.

Assessments drive the IEP and document the need for services.

Reasons agencies are not invited or don't attend with that justify the indication that it is not applicable:

- Agencies that will pay for or provide services listed in the IEP are not available.
- Parent or student at age of majority refuses to consent.
- It is too early to determine the student will need agency involvement.

Some agencies may not attend the IEP, but do provide services. These services need to be documented in the student's record.

**Individual Transition IEP**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ IEP Date \_\_\_\_/\_\_\_\_/\_\_\_\_

7 Student Invited  Yes  No 8 If appropriate, and agreed upon, agencies invited  Yes  No  NA

Describe how the student participated in the process  Present at meeting  Interview Prior  
 Interest Inventories  Questionnaire

3 Age-appropriate transition assessments/instruments were used  Yes  No

Describe the results of the assessments \_\_\_\_\_

---

**Student's Post Secondary Goal Training or Education (Required)**

|   |  |
|---|--|
| Upon completion of school I will<br>1.2<br>Linked to Annual Goal # 6<br>Person / Agency Responsible _____ | Transition Service Code as Appropriate _____<br>Activities to Support Post Secondary Goal 4 _____<br>Community Experiences as Appropriate _____<br>Related Services as Appropriate _____ |
|---|--|

**Student's Post Secondary Goal Employment (Required)**

|   |  |
|---|--|
| Upon completion of school I will<br>1.2<br>Linked to Annual Goal # 6<br>Person / Agency Responsible _____ | Transition Service Code as Appropriate _____<br>Activities to Support Post Secondary Goal 4 _____<br>Community Experiences as Appropriate _____<br>Related Services as Appropriate _____ |
|---|--|

**Student's Post Secondary Goal Independent Living (As appropriate)**

|   |  |
|---|--|
| Upon completion of school I will<br>1.2<br>Linked to Annual Goal # 6<br>Person / Agency Responsible _____ | Transition Service Code as Appropriate _____<br>Activities to Support Post Secondary Goal 4 _____<br>Community Experiences as Appropriate _____<br>Related Services as Appropriate _____ |
|---|--|

Page 2

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 IEP Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**District Graduation Requirements**

Course of Study 5

A multi-year description of student's coursework from current year to anticipated exit year, in order to enable the student to meet their post secondary goal  Yes  No

If an education and career plan is attached, this statement is recommended:  
 The attached course of study lists classes, and graduation requirements that relate to postsecondary education/training and employment goals.



## What do our students do after they leave high school?

### SPP Indicator 14

There is an increasing emphasis on “outcomes” that answer this question:

There is a mandate to conduct follow-up surveys to verify the percentage of students who are no longer in secondary education, had IEPs at the time they left, and were pursuing post-secondary education and training and/or employment goals.

### Revised Definitions of post-school outcomes

| Outcomes  | Definitions  |
|---|--|
| Enrolled in higher education within one year of leaving high school.  | Youth have enrolled on a full- or part-time basis in a: community college (2-year program) or college/university (4- or more year program) for at least one complete term since leaving high school.   |
| Enrolled in higher education or competitively employed within one year of leaving high school.  | Youth have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.   |
| Enrolled in other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school | Youth have been enrolled on a full or part-time basis for at least one complete term at any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program, vocational technical school which is less than a 2-year program). |
| Some other employment   | Youth have worked for pay or been self-employed for a period of at least 90 days at any time in the year since leaving high school. This includes working in a family business (e.g., farm, store, fishing, ranching, catering services etc.).   |

Source: National Technical Assistance Center on Transition ([www.transitionta.org](http://www.transitionta.org))

### How are we doing?

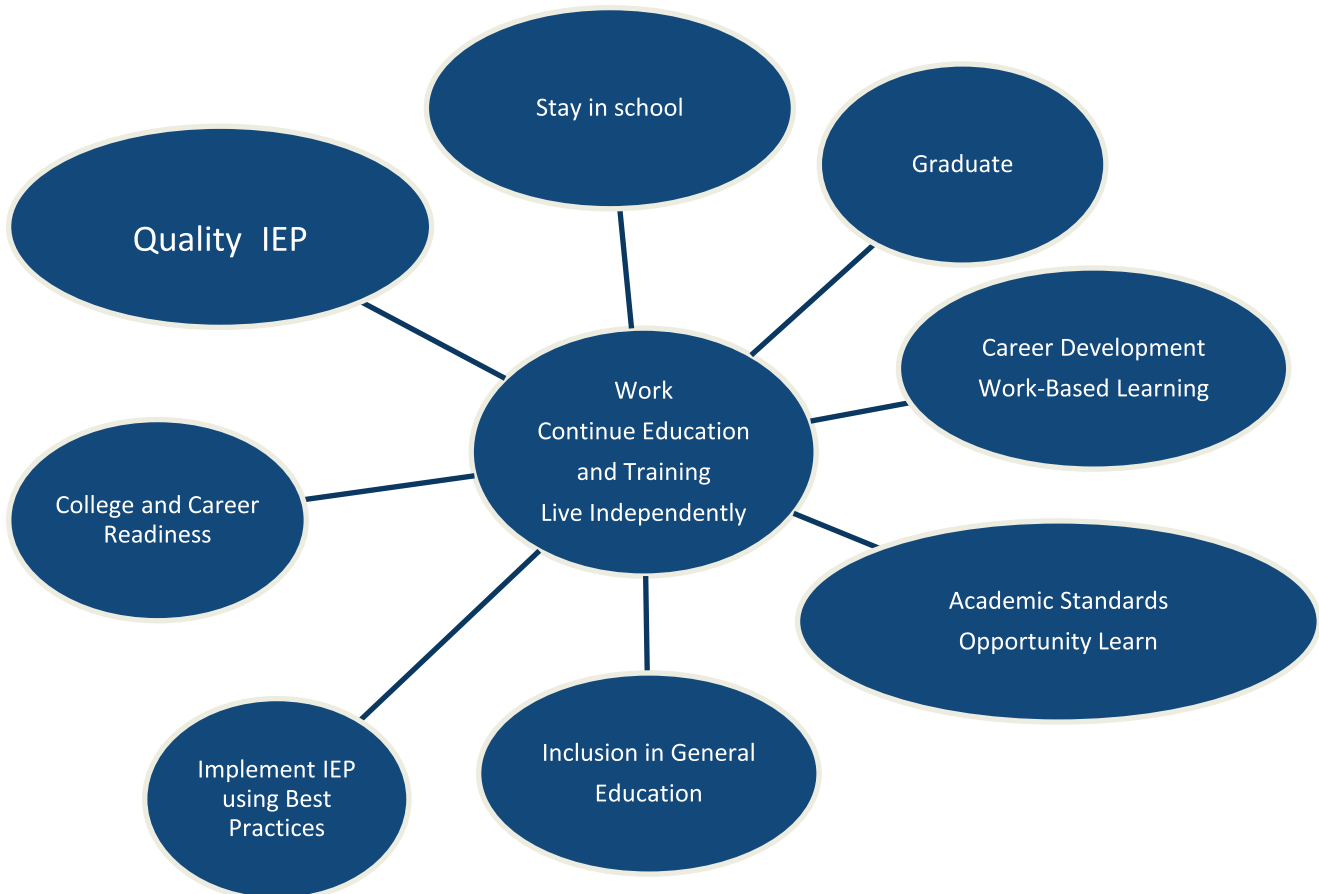
| Outcomes                        | Students with Disabilities | Students without disabilities |
|---------------------------------|----------------------------|-------------------------------|
| <b>Earn a diploma (2019)</b>    | 73%                        | 85%                           |
| <b>Unemployment Rate</b>        | Youth ages 20-24 16%       | 6%                            |
| <b>College and Career Ready</b> | 9%                         | 44%                           |

| Enroll in Post-Secondary Education | University | Community College | University | Community College |
|------------------------------------|------------|-------------------|------------|-------------------|
|                                    | 3%         | 38%               | 32%        | 55%               |



## Indicator 17 State Systemic Improvement Plan

Research and experience tell us that students who stay in school and graduate are more likely to be able to work and continue their education. For students with IEPs, quality IEPs written to meet the mandate **AND** the spirit of transition have a higher likelihood of helping students prepare for their future. Finally, when well written IEPs are implemented using research-best best practices, students are even more likely to achieve positive outcomes. The CA School Dashboard provides a data to measure outcomes at the state, and local level.



**Indicator 17** as defined by California Department of Education, 2016, focuses on implementation of the State Systemic Improvement Plan that has developed a new accountability system that aligns local resources with student needs to support continuous improvement.

The goal is to create a coherent educational system for **All** students and develop a statewide system for support.

The current State Systemic Improvement Plan focuses on improving academic achievement outcomes for students with disabilities and who are also English Learners, foster youth, and/or students who are eligible for free and reduced price meals. A priority of this work is to set the foundation for one coherent system of education in which students receive the support they need in the most inclusive environment.



## 1A. Mandates: Write appropriate, measurable post-secondary goals (IDEA 2004 Section 614(d)(1)(A)(VIII))

Post-secondary goals are statements of what the student will achieve after leaving high school. The goals must be stated in terms that can be measured. Words like “hopes to, plans to” are not measurable.

What should measurable post-secondary goals look like?

Use this formula to state the goal:

**After high school** I will \_\_\_\_\_  
Behavior where/how

Example: After high school I will enroll at Shasta College to earn an Early Childhood Education Credential.

These post-secondary goal statements are examples of behaviors that are based on IDEA guidelines.

Goal statements in the IEP need to reflect the **student's personal plan**.

### Post-secondary education / training goals

Required

#### After High School, I will...

- Enroll in a college or university to study \_\_\_\_\_.
- Earn an occupational certificate in \_\_\_\_\_.
- Enroll in vocational training in \_\_\_\_\_. (cosmetology, pet grooming, heavy equipment operation, etc.)
- Enter the military for training in \_\_\_\_\_.
- Enter an apprenticeship in the field of \_\_\_\_\_.
- Complete on the job training for \_\_\_\_\_.
- Enroll in adult education

### Employment Goals

Required

- Get a competitive job - work full time / part time (specify employment desired)
- Get a job that is integrated competitive employment (specify employment desired)
- Start a business – Entrepreneurship (specify business desired)
- Do volunteer work in the community (specify volunteer position desired)

### Independent Living

As Needed

- Live independently
- Live with family, roommates
- Live independently with supportive services
- Live in group home
- Manage finances, household
- Access community – independently
- Use Public transportation
- Participate in leisure and recreation activities in the community

## 2A. Mandates: Update Goals Annually

Goals need to be updated annually. Goals may change as students gain experience, opportunities, training and work experience. Post-secondary goals evolve from general to specific as students grow and mature.

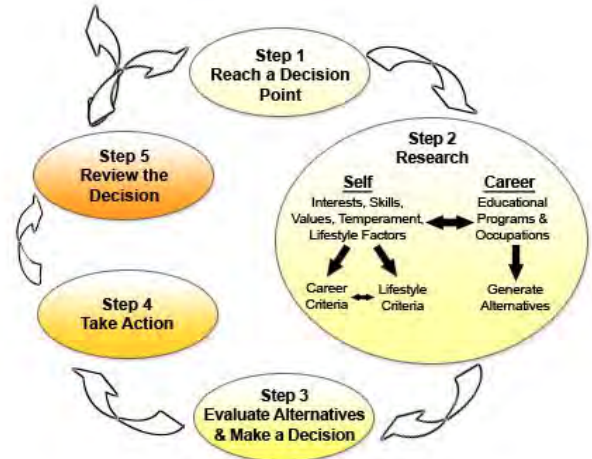




## 1B. Best Practices: Writing appropriate measurable post-secondary goals

When measurable post-secondary goals are the core of the IEP, the educational plan makes sense to students, parents, teachers, counselors and transition agency partners.

*The IEP is based on student's goals.  
It is important that students learn and  
apply a decision-making process.*



Set the expectation that students have the right and responsibility to work if they can. Focus the IEP on the **student's** plan for their future. Engage students in decision-making process beginning at the latest, in middle school.



Focus on the career/employment goal first. Utilize job information (O'NET) to validate education and training requirements and the skills needed for successful employment.



Incorporate career information into the IEP related to education requirements, and skills and abilities defined in CA Career Zone and My Next Move occupation information.



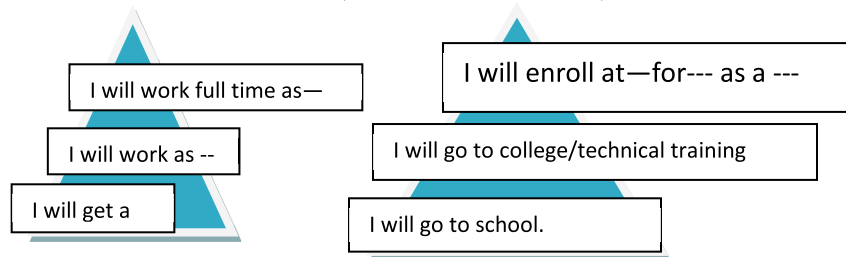
Validate goal statements annually using annual career / transition assessment data. Encourage students to present their goals through authentic assessments.



Engage students in developing their individualized learning plans, a planning tool developed by the National Collaborative on Workforce and Disability for Youth (NCWD-youth.)



Goals change and should move from general to specific as students mature.



## 2B. Best Practice: Update goals annually

As students mature, and have new experiences, their goals mature and need to be reviewed annually through an assessment process. The review process may verify goals and services remain the same- or new goals will be set by the student. The goals need annual review to validate or update them to reflect current goals.



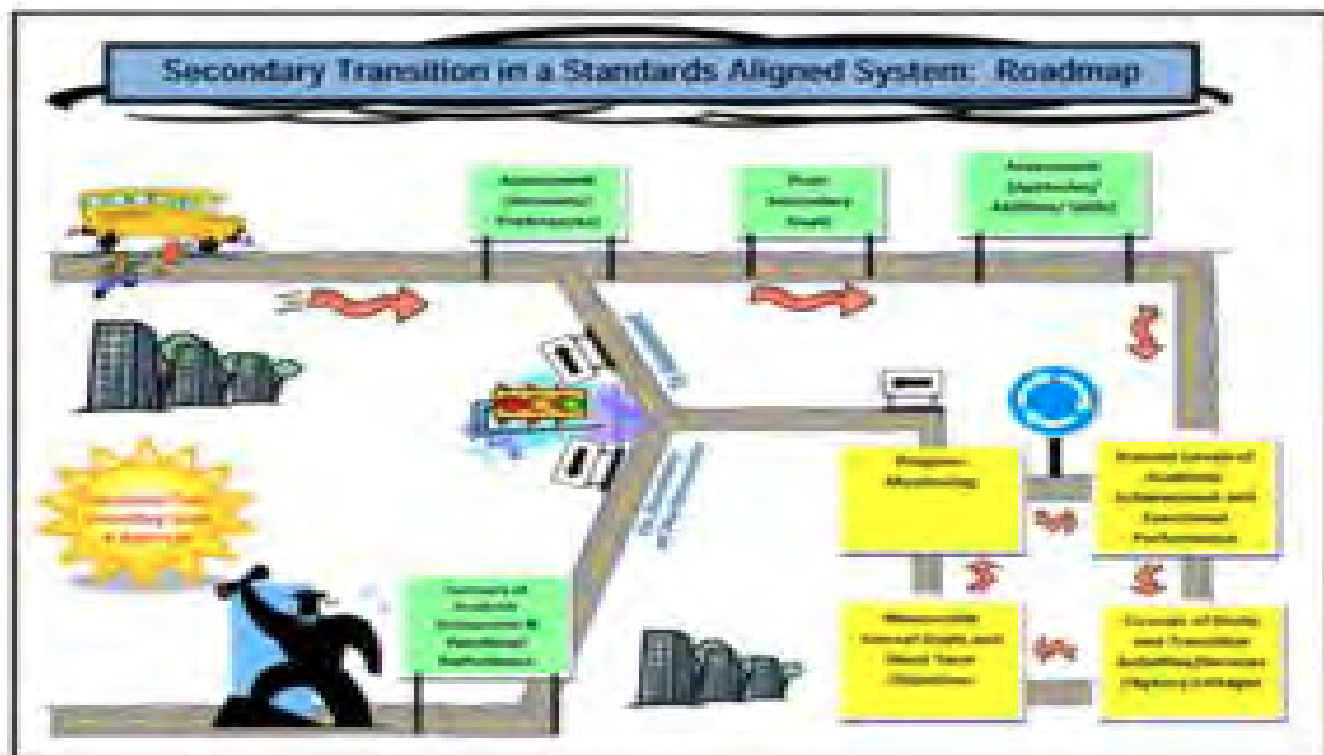
### 3A. Mandates: Goals are based on age appropriate assessments

IDEA 2004 stipulates: "The IEP must include measurable post-secondary goals based upon age appropriate assessments related to training, education, employment, and where appropriate, independent living skills and the transition services (including the course of study) needed to help the child in reaching those goals".

**Federal IDEA Guidance:** Each year, the transition assessments should be revisited in a more specific manner, targeting the student's development. For students in grades nine and ten, a career exploration measure or interest inventory is typically satisfactory. For an older student, a vocational skills assessment is more appropriate. Assessment should address all three components of transition- employment, post-secondary education and training, and independent living. Assessment information may be summarized on the Transition Page of the IEP or the section that describes present levels of academic achievement and functional performance.

Basic assessment strategies include interviews, the discover process, interest surveys, computerized information systems, portfolios, observation and interviews. There are an array of free tools and resources available. Transition assessment includes career/vocational assessments and an evaluation of other transition issues (academic skills, readiness for transition, life skills, resources, and eligibility for support systems). Assessments should document the entire transition IEP. They should validate post-secondary goals, identify needed transition services, and most importantly, help students and their families set goals and plan their future.

- Assessments should be reviewed annually to form the basis all aspects of the transition plan.
- As students move closer to leaving high school, it is important to address issues related to readiness for transition, availability of resources and eligibility for service



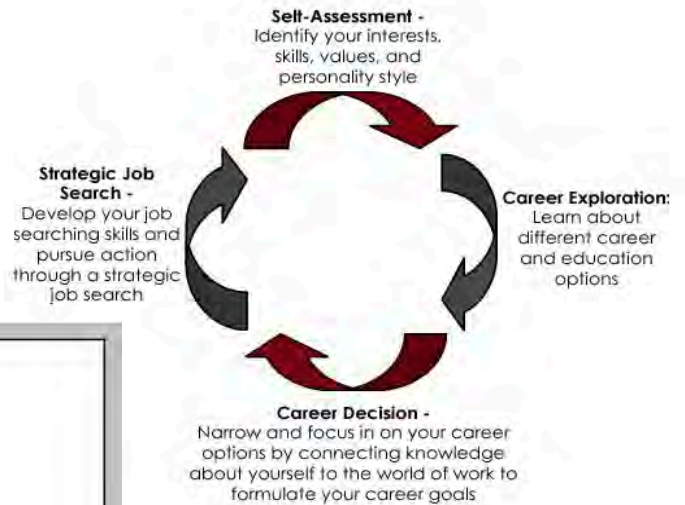
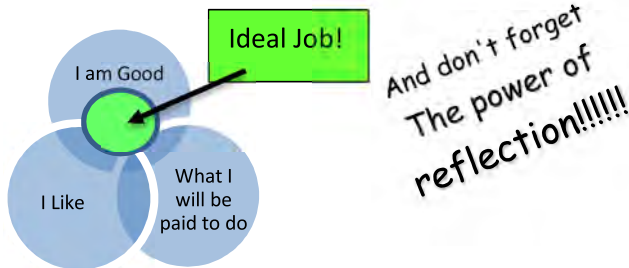
### 3B. Best Practices: Goals are based on age-appropriate transition assessments

Person-Centered Planning is the key to quality transition planning and preparation.

Assessment should lead to self-discovery.

- ❖ Who am I? Who are my allies?
- ❖ What are my unique talents and interests? What do I do (hobbies, recreation, interests)
- ❖ What do I want in life now and in the future?
- ❖ What are the main barriers to getting what I want from school and my community?
- ❖ What are my options for achieving my goals?

And lead to gaining personal insight that leads to informed choices!



Source: Pennsylvania Youth Transition Partnership

Hints for choosing career / vocational assessments:

- Is it easy for the student to use?
- Is it age/grade appropriate? Can students relate to language?
- Does it stereotype career choices?
- Is it easy to read and interpret? (Does it assess interests or reading skills)?
- Does it provide feedback that leads to reflection?
- Does it enhance insights?
- Does it reflect the current and emerging job market and employment skills?

#### Some of the Most Common and Easily Accessed Free Assessment Resources

|  |   |
|--|---|
| <p><b>California Career Resource Network (CaICRN)</b><br/>         California Career Zone Lesson Plans<br/>         Career Surfer Mobil App California Career Center<br/> <a href="http://www.californiacareers.info">www.californiacareers.info</a></p>   | <p><b>Assessment Guides</b><br/> <b>Inventory of assessments - <a href="http://www.transitionta.org">www.transitionta.org</a></b><br/> <b>Career Assessments <a href="http://www.ncwd-youth.info">www.ncwd-youth.info</a></b></p>   |
| <p><b>Life Skills inventories:</b><br/> <b>Casey Life Skills (Rates life skills)</b><br/> <a href="http://www.caseylifeskills.org">www.caseylifeskills.org</a><br/> <b>Transition Health Care Checklist</b><br/> <a href="http://www.portal.state.pa.us">http://www.portal.state.pa.us</a></p>   | <p><b>Resources for Individuals with ID/DD</b><br/> <b>E Jam Environmental Assessment <a href="http://www.transitioncoalition.org">www.transitioncoalition.org</a></b><br/> <b>How I want to Spend My Time</b><br/> <a href="http://www.dds.ca.gov/ConsumerCorner/docs/HowIWantoSpendMyTime_English.pdf">http://www.dds.ca.gov/ConsumerCorner/docs/HowIWantoSpendMyTime_English.pdf</a></p>   |
| <p><b>National Career Information resources</b><br/> <b>O'NET- (a National databank of career information)</b><br/> <a href="http://www.onetonline.org">www.onetonline.org</a> <a href="http://www.mynextmove.org">www.mynextmove.org</a><br/> <b>Employment Development Department: <a href="http://edd.ca.gov">edd.ca.gov</a></b><br/> <b>Labor Market Information Work Smart</b><br/> <b>Occupational Guides Local job information</b><br/> <b>Bureau of Labor Statistics have resources for students.</b><br/> <a href="http://www.bls.gov/k12students.htm">www.bls.gov/k12students.htm</a><br/> <b>Occupational Outlook Handbook <a href="http://bls.gov/oo">bls.gov/oo</a></b><br/> <b>My Skills My Future</b></p> | <p><b>Assessment using the Discovery Method</b> engages youth and their allies to identify goals, dreams, assets, allies and challenges. It may form the foundation for students to present their goals in a multi-media format as the mature while in school.<br/> <a href="http://www.imdetermined.org">www.imdetermined.org</a></p> <p><b>Skills to Pay the Bills <a href="http://www.dol.gov/odep/topics/youth/softskills/Individualized_Learning_Plans">http://www.dol.gov/odep/topics/youth/softskills/Individualized Learning Plans</a> <a href="http://www.ncwd-youth.info">www.ncwd-youth.info</a></b></p> |



## 4A. Mandates: Transition services

The term “transition services” means a **coordinated set of activities** for a child with a disability ...

IEPs are required to list transition services that will be provided to help youth achieve their transition goals.

- Transition services, begin not later than the first IEP to be in effect when the child turns 16, or younger if determined by the IEP Team. Annually updated IEPs must include measurable post-secondary goals based upon age appropriate assessments related to training, education, employment, and where appropriate, independent living skills and the transition services (including the course of study) needed to help the child in reaching those goals.
- IDEA defines the services as instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, if appropriate, acquisition of daily living skills and functional vocational evaluation.
- **The Workforce Innovation and Opportunities Act (WIOA)** mandates that the Department of Rehabilitation, American Job Centers and Education agencies work together to provide **Pre-Employment Training Services** to youth and students with disabilities. ([www.wintac.org](http://www.wintac.org)).
- The Office of Special Education and Rehabilitation has verified pre-employment transition services should be included as a transition service.

| Transition Services  | Pre-Employment Transition Services  |
|--|---|
| Specialized Academic Instruction<br>College Awareness Preparation<br>Career Awareness/Planning ,<br>Self-Advocacy,<br>Work Experience<br>Job Coaching<br>Agency Linkage<br>Travel Training<br>Other Related Services | Workplace Readiness Training<br>Counseling on Post-Secondary Education<br>Job Exploration Training<br>Self-Advocacy Training<br>Work Based Learning |

| Examples of Work Based Learning   |
|---|
| Career Awareness<br>Speakers in classrooms<br>Career Fairs<br>Career Exploration<br>Job Shadowing<br>Interviews<br>Career Development<br>Internships / Apprenticeships<br>Volunteering<br>Work Experience<br>Employment |

Transition Services related to College and Career Indicators may also be considered.

Workforce Readiness (Strategic Skills) Certificate Program Completion

Food Handler Certification Program Completion

Pre-Apprenticeship Certification Program Completion

Pre-Apprenticeship Non-certified Program completion

State or Federal Job Program Completion (Example: Job Corps, Youth Build)



## 4B. Best Practices: Transition services

The coordinated set of activities delineates who will do what this year to assist the student in achieving the annual goals to support movement toward the post-secondary outcomes.

### Evidence-Based Best practices tell us:

- ❖ It is recommended that there should be at least one transition service listed that corresponds or connects to each post-secondary outcome; and
- ❖ The student's IEP should document transition services that focus on improving the academic and functional achievement of the student to facilitate their movement from school to post-school and,
- ❖ Transition services include academic and functional activities, supports and services.

As we review language in recent legislation that directly relates to transition (WIOA, ESSA, Higher Education Opportunity Act) and make connections to IDEA, the following themes emerge



**Self-Advocacy:** Self-determination skills, knowledge of disability and accommodations, leadership opportunities, goal setting and problem-solving lead to post-school success.



**Community Experiences:** Training that takes place in the natural environment focused on social skills, domestic skills, accessing public transportation and on the job training.



**Inclusion in General Education:** Students who participate in regular education placements, and in career technical and occupation specific classes, are more likely to be engaged in post-high school education, employment and independent living.



**Industry certifications** broaden opportunities for employment for students.

**Career Development:** Services that engage students in exploring career and educational options, effective job search skills, and the development of job readiness skills needed for success in the workplace and in the classroom. Career development results in career planning based on informed choices. Career Guidance helps the students explore jobs, the training they require, and labor market information to identify industries that have the highest potential for opportunities for jobs.



**Career-Technical Training** through career pathways that lead to high pay, high demand jobs. Participation in internships and apprenticeships. Earning Stackable Credentials enhance employment opportunities.



**Early College experiences** through dual enrollment enhances the transition from high school to postsecondary education and training.



**Paid Employment / Work Experience:** Working provides an opportunity to apply learning and develop college and career readiness, knowledge and skills (academic skills, technical skills, higher order thinking skills and applied workplace skills) that lead to employment.



**Connections:** Workplace mentors, family support system, interdisciplinary and interagency

**Collaboration. Local Partnership Agreements** that define roles, referral processes, service and agreements to participate as members of the IEP team greatly enhances movement From school to adult services. Source of Information: [A Transition Guide](#), May 2017



## 5A. Mandates: Course of study

Courses of study are defined as a **multi-year description of coursework to achieve the student’s desired post-school goals, from the student’s current to anticipated exit year. (NSTTAC Indicator 13 Guide)**

Based on a review of legislation and California Education Code (EC) that inform the course of study for the state of California, and, with the goal of making sure we do not create liabilities for any students, the California Secondary Transition Leadership Team has recommended:

1. The course of study must intentionally and explicitly reflect each student’s secondary completion goals and post-secondary transition goals.
2. For students who plan to earn a high school diploma the student must meet State and district graduation requirements.
3. Elective classes or those meeting the State and district graduation requirements such as performing and visual arts, foreign language (language other than English including American Sign Language), and career technical classes should reflect the individual student’s career interests and post-secondary goals.
4. The course of study should be sufficiently generic to be portable across district and/or state lines.
5. Student progress toward achieving a high school diploma or certificate of completion should be monitored at least once annually with consideration given to attendance, grades, credit status and other educational performance measures. The course of study should also be reviewed at least once annually for all students.
6. It should be recognized that, to the maximum extent possible, attainment of a high school diploma should be recognized as partially meeting post-secondary education and employment goals. (Some employers require a diploma to meet their minimum requirement when considering job applicants).
7. It should be emphasized that the course of study and attainment of a diploma or certificate are not sufficient to document the provision of transition services as mandated in IDEA.
8. For students whose course of study will lead to certificates that are alternatives to a high school diploma, the certificate should intentionally and explicitly reflect each student’s secondary completion goals and post-secondary goals. A course of study listing classes is required for all students with an IEP. The citations in Education Code (EC)

**EC Section 56390 define the criteria for earning a certificate of completion as:**

|   |  |
|---|--|
| Completion of a prescribed alternative course of study.<br>Meet IEP goals and objectives.<br>Complete a prescribed course of study. | <b>EC Section 56026</b><br>Age Out of the K-12 system at age 22. |
|---|--|

9. Courses of study that lead to certificates of completion should include annual IEP goals that explicitly describe evidence-based instructional practices and predictors with appropriate criterion measures of performance / achievement that when attained, demonstrate progress toward achieving post-secondary goals.
10. The Certificate of Completion is defined by the LEA. It is increasingly important that the certificate is meaningful for the next environment (work, home, community and college). Some programs have created “Work Ready Certificates”. A diploma requires a series of classes. The certificate has the same mandate to list a set of classes or instructional units/competencies that must be completed to earn a certificate. Student Succeeds Act suggest that students who participate in standards-based alternative assessments may qualify for alternative high school diplomas. Further clarification through regulations are required)



## 5B. Best Practice: Course of study

The course of study defines **the multi-year set of classes** in the pathway to secondary goals (graduation, diploma, and certificate) that begins in middle school and culminates the last year in school. It defines what courses the student will complete from now to the end of K-12 education. **If the Post-secondary Education Goal** is to enroll at a college or university, the post-secondary institution entrance requirements influence the course of study. **This chart depicts the options being used by local Boards to establish graduation requirements.** *EC 51225.3*

|                         | State | CTE Path | CSU  | UC   |
|-------------------------|-------|----------|------|------|
| English                 | 3     | 3        | 4    | 4    |
| Math                    | 2     | 2        | 3    | 3    |
| Science                 | 2     | 2        | 2    | 2    |
| Social Science          | 3     | 2        | 2    | 2    |
| Visual / Performing Art | 1     |          | 1    | 1    |
| Foreign Language        |       |          | 2    | 2    |
| Career Technical        |       | 2        | 1    | 1    |
| PE                      | 2     | 2        | ---- | ---- |

Current (2018) Diploma requirements are based on local education agency decisions. The State defines a mandatory course of study. Students who earn an Adult Education Diploma **may** meet state course requirements.

The California Accountability Data system (CALPADS) stipulates two paths to a diploma:

1. Meet A-G Course Requirements
2. Meet CTE Pathway Course requirements, which are based on the State Course of study with an emphasis on career technical education pathway courses.

**OR** The local governing board of the LEA with the active involvement of parents, administrators, teachers, and pupils, shall adopt **alternative means for pupils to complete the prescribed course of study**, which may include:

- Practical demonstration of skills and competencies
- Supervised work experience or other outside school experience
- Career technical education classes offered in high schools
- Courses offered by regional occupational centers or programs
- Interdisciplinary study
- Independent study
- Credit earned at a postsecondary institution

These student populations may qualify for state diploma requirements or alternative means.

- Foster Youth
- Military Family member
- English Language Learner
- Alternative Ed. Participant
- Homeless youth
- Adjudicated youth

Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public. The University of California and the California State University systems have established a uniform minimum set of courses required for admission as a freshman.

- ❖ Electives are defined as Foreign Language (a language that is not English), Visual/Performing Arts, and Career-Technical Education classes and Regional Occupation Programs/Classes.
- ❖ The course of study may also include extracurricular activities that relate to post-secondary goals (yearbook, school newspaper, athletics, student leadership organizations (Future Farmers of America, Future Business Leaders of America, Key Clubs, etc).
- ❖ Career Technical Pathways are defined in the LEA's Carl Perkins Plan. Perkins V mandates inclusion of students with disabilities in career pathways. It also recommends programs beginning at the middle school.
- ❖ Grading systems should be defined as increasing numbers are students with IEPs are included in general education classes.

The Certificate of Completion is NOT Equivalent to the High School Diploma. It does not meet Employment qualifications if the employer requires a diploma. It does not qualify students for financial aid for continuing education, if the source of financial aid requires a diploma. There is an exception for students with significant intellectual disabilities who do not earn a diploma who are transitioning from K-12 education to colleges and universities that have programs to meet their needs.

**The high school diploma a ticket to work and to postsecondary education and training-and financial aid.**



## 6A. Mandates: Annual IEP goals

### Federal Guideline

For each area where a post-secondary measurable outcome/goal is identified, a measurable, annual IEP goal must be developed.

IDEA defines annual goals in Regulations: Part 300 / D / 300.320 / a / 2 / i

A statement of measurable annual goals, including academic and functional goals designed to--

- (A) Meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum; and
- (B) Meet each of the child's other educational needs that result from the child's disability;

Functional skills are defined as motor skills, social interaction and communication, personal living skills, and community living skills) and on an overall measure of independence. Source: The Academic Achievement and Functional Performance of Youth With Disabilities A Report From the National Longitudinal Transition Study-2 (NLTS2) 2006

Annual goals may be listed in the IEP in the section entitled Annual Goals and Benchmarks and referenced by number on the Transition pages of the IEP.

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The Annual IEP Goal identifies what will be worked on this year to build the student's skills in achieving the post-school outcomes.

### A Transition Plan has two types of goals:

| Post-Secondary Goals   | Measurable Annual Goals  |
|--|--|
| Measurable statements of what a student will achieve leaving high school | What will be worked on this year to help build the student's skills in achieving the post-secondary outcome? |
| Post = AFTER<br>Secondary = HIGH SCHOOL                                  | Annual = EACH<br>May be a statement in the transition plan of the academic goals                             |

A recent supreme court ruling (Endrew F. v Douglas School District, December 2017) stipulated that to meet its substantive obligation under IDEA, a school must offer an IEP that is reasonably calculated to enable the child to make progress appropriate in light the the child's circumstances. The Court emphasized that every child should have the chance to meet challenging objectives. The Department of Education interprets this to mean that each child must be offered an IEP designed to provide access to instructional strategies and curricula aligned to both challenging State academic standards and ambitious goals, based on the unique circumstances of the child. (Source United States Department of Education December 7, 2017 Questions and Answers on U.S. Supreme Court Case Decision Endrew F. v Douglas School District [www.ed.gov](http://www.ed.gov))





## 6B. Best Practices: Annual goals

The annual goals or instructional objectives define what the student is reasonably expected to learn this year in order to achieve the post-secondary goal.



The formula for writing annual goals is SMART

**Specific Measurable Action Realistic/Relevant Time Limited**



As students with IEPs are integrated into general education classes, these are commonly used terms that relate to teaching and learning. California Ed Code references these terms in the areas of assessment and teaching specific student populations, such as English Learners, as well as students with disabilities.



Resources that help teachers align transition topics to academic standards are:

College and Career Readiness Standards and Research Identified Transition Skills

<https://ytp.uoregon.edu/sites/ytp2.uoregon.edu/files/CCR%20Anchor%20Standards%20and%20Transition%20-%20Final%2011032016-min.pdf>

**Universal Access/ Design: Universal Design for Learning (UDL)** means a scientifically valid framework for guiding educational practice that —(A) provides flexibility in the ways information is presented, in the ways students respond or demonstrate knowledge and skills, and in the ways students are engaged; and (B) reduces barriers in instruction, provides appropriate accommodations, supports, and challenges, and maintains high achievement expectations for all students, including students with disabilities and students who are limited English proficient.

*Higher Education Opportunity Act of 2008*

[www.pacer.org](http://www.pacer.org) <http://lessonbuilder.cast.org/>.

**Differentiated Instruction:** A teaching / instructional strategy that is designed to meet the needs of all students by factoring students' individual learning styles and levels of readiness first before designing a lesson plan. Research on the effectiveness of differentiation shows this method benefits a wide range of students, from those with learning disabilities to those who are considered high ability.

**Multi-tiered system of support:** MTSS is an integrated, comprehensive framework that focuses on CA academic standards, core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success. (See page 36)

**Elements of Accessibility** for all are integrated into testing systems (CA California Student Assessment Accessibility)

**Accommodations:** Accommodation" is any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores. "Accommodations" may include variations in scheduling, setting, aids, equipment, and presentation format.

**Modifications:** A modification is any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of test scores.

There are lots of resources that help us define annual goals. They include:

California Career Center <http://www.californiacareers.info/#Lessons>

Common Core Anchor Standards, O'NET / My Next Move Blooms Digital Taxonomy

Career Clusters Essential Standards, Smart Balance Assessment, Partnership for 21st Century

Freshman Transition Standards (Georgetown University) Standards for Career Ready Practice

Life Skills Inventories, Career-Technical Education foundation standards.

The Zarrow Center for Learning website includes transition assessment and goal generator and self-determination tools. <http://www.ou.edu/education/centers-and-partnerships/zarrow.html>



## 7A. Compliance Requires: Student participation in the IEP

IDEA requires that the IEP is based on the individual child's needs, taking into account the child's strengths, preferences and interests. Regulations: Part 300 / D / 300.320

### Indicator 13 requires that the student is invited to the IEP.

The public agency shall invite the child with a disability to attend his or her IEP meeting if the purpose of the meeting will be the consideration of the post-secondary goals for the child and the transition services needed to assist the child in reaching those goals. 34CFR300.37(b)(1)

If the child does not attend the IEP Team meeting the public agency must take other steps to ensure that the child's preferences and interests are considered. 34CFR 300.321(b)(2).

Transition planning is about the student's movement from high school to post-school life. It is based on the student's plans for the future. Therefore the student's input is essential.

The needs and desires of the student and family are the core of the planning process.

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The student may need preparation and practice in participating in the meeting.

There are five levels of participation in the IEP (Source: Transition Coalition)

1. Student input provided indirectly based on a questionnaire or survey,
2. Passive Observer (in the room, avoids the conversation).
3. Reluctant participant (responds to direct questions).
4. Self-Advocate (practices self-advocacy skills).
5. Leader (demonstrates leadership skills in the IEP).

### Student Behaviors Associated with Post-School Employment and Education

1. **Strengths/Limitations:** Express and describe personal strengths and limitations; assistance needs
2. **Disability Awareness:** Ability to describe disability and accommodation needs.
3. **Persistence:** work toward goal until it is accomplished; or after facing adversity.
4. **Interaction with others:** maintain friendships, work collaboratively with small groups, or teams.
5. **Goal Setting:** Understand importance of setting goals; set post-school goals that match interests.
6. **Employment:** Express desire to work, demonstrate job readiness, complete training, get a job.
7. **Student involvement in IEP:** Discuss goals with IEP team, actively lead the IEP.

Source: Transition Education Fast Facts, Council for Exceptional Children (2013)

It is important that the student develop knowledge of their disabilities and effective accommodations.

**The stigma of having a disability is so strong that approximately 60% of students who had IEPs during high school indicated that they did not have a disability the year after they exited high school.**

(Newman, Wagner, Cameto, & Knokey, 2009).



## 7B. Best Practices: Student participation in the IEP

Self-Advocacy and Self Determination are essential skills for students with disabilities. They are especially important as agencies that provide post-secondary transition support emphasize person-centered planning.

**There are four ways students can be involved in the IEP process:**

- ❖ Planning the IEP includes laying the foundation for the meeting by identifying strengths, needs, establishing goals, considering options and preparing resources to use at the IEP meeting.
- ❖ Drafting the IEP provides practice in **self-advocacy skills** - includes having students write a draft of their IEP that reflects their strengths and needs as well as interests and preferences.
- ❖ Participating in the IEP Meeting: Demonstrate self-advocacy skills. Student has the opportunity to share interests, preferences and needs and participate in the process of developing the transition plan.
- ❖ Implementing the IEP: Evaluate their own progress toward achieving goals.

### Self-Advocacy

**Understanding your strengths and needs, identifying your personal goals, knowing your legal rights and responsibilities, and communicating these to others.**

### Characteristics of Self Determined People

- Awareness of personal preferences, interests, strengths and limitations
- Ability to identify wants and needs
- Make choices based on preferences, interests, wants and needs
- Ability to consider a variety of options and anticipate consequences for their decisions
- Ability to evaluate decisions based on the outcomes of previous decisions and revise future decisions accordingly
- Ability to set goals and work towards them
- Problem-solving skills
- Striving for independence while recognizing interdependence with others
- Self-advocacy skills
- Independent performance skills and ability to adjust performance
- Persistence
- Ability to assume responsibility for actions and decisions
- Self Confidence

*From A Practical Guide for Teaching Self-Determination, Sharon Field, Jim Martin, et al, Reston VA, Council for Exceptional Children*

**Employ self-advocacy strategies to prepare students to participate actively in the IEP.**

- **Inventory your strengths**- areas to improve or learn, goals and choices for learning or needed accommodations. Students complete an inventory sheet they can use at the IEP meetings.
- **Provide inventory information** Use inventory, portfolio, presentation video, etc.
- **Listen and respond**- learn the proper times to listen and respond.
- **Ask questions**- teach students to ask questions when they don't understand something.
- **State your goals**- students list the goals they would like to see in their IEP.
- Use the IEP as an opportunity to develop self-advocacy and leadership skills.



## **8A. Mandates: An invitation to representatives of any participating agencies to attend the IEP team meeting**

IDEA 2004 stipulates: If appropriate, a representative of a participating agency that is likely to be responsible for providing or paying for transition services should be invited to the IEP team meeting with the prior consent of the parent (or student who has reached the age of majority).

Documentation of the parental consent to invite the outside agency should be maintained.

Documentation of the invitation to the outside agency should also be maintained.

The rationale used to determine agency involvement is not applicable (NA) should be included:

Refusal by parent or student who has reached the age of majority to consent to agency participation.

The IEP does not list transition services that are likely to be paid for or provided by an outside agency.

It is too early to determine if there is a need for outside agency involvement

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The GAO Report entitled STUDENTS WITH DISABILITIES  
Better Federal Coordination Could Lessen Challenges in the Transition from High School  
From the July 2012 report to the Ranking Member, Committee on Education and the Workforce, House of  
Representatives

Students with disabilities face several challenges accessing federally funded programs that can provide transition services as they leave high school for post-secondary education or the workforce. These include difficulty navigating multiple programs that are not always coordinated; possible delays in service as they wait to be served by adult programs; limited access to transition services; a lack of adequate information or awareness on the part of parents, students, and service providers of available programs that may provide transition services after high school; and a lack of preparedness for post-secondary education or employment. Prior GAO work identified many of these same challenges, which is indicative of the longstanding and persistent nature of the challenges facing students with disabilities as they transition out of high school.

The primary reasons it is difficult to manage and prepare for transition cited in the report are:

- Lack of coordination of services among programs: Schools are required to invite agencies that provide transition services to IEP meetings, but agencies are not required to attend.
- Delays in services because of differing definitions of disabilities and eligibility criteria; differing assessment requirements and inability to share information.
- Lack of adequate information and awareness of options after high school.
- Inadequate preparation for post-secondary education and the workforce- driven by the emphasis on academic testing causing less time for career-technical and life skills education.

Recently enacted WIOA legislation addresses the connections between transition services and Education, Department of Rehabilitation, and American Job Centers (One Stop Centers).

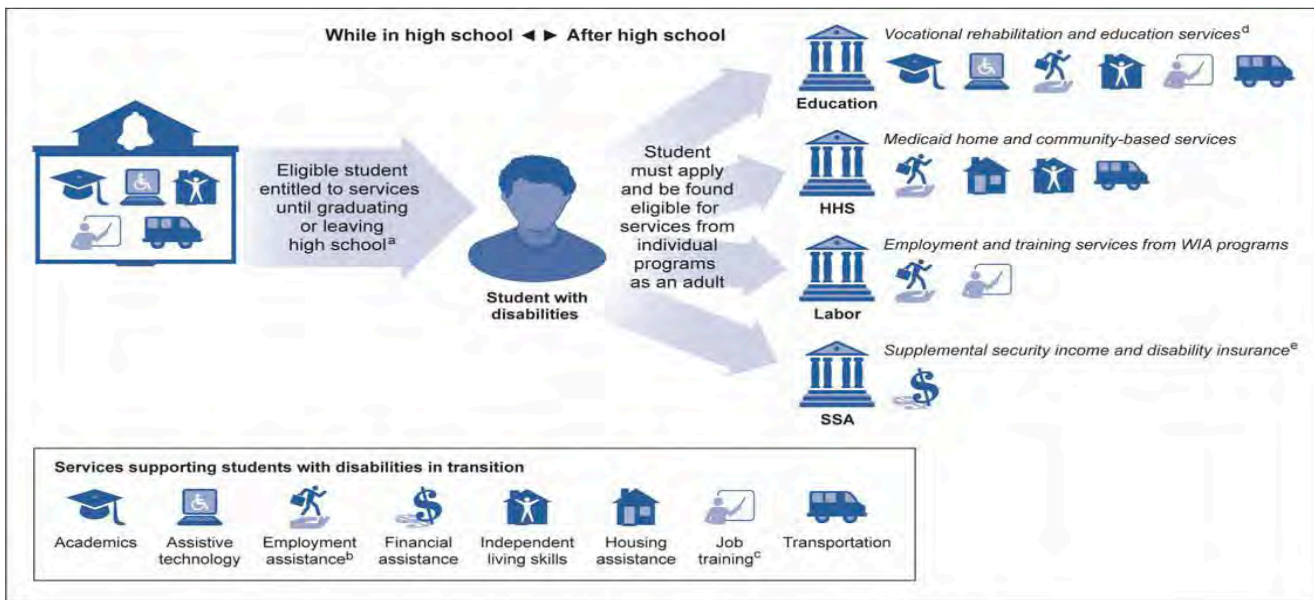


## 8B. Best Practices: Parent/family and interagency collaboration

It is important to note that the IEP Team membership includes **families**, who play a critical role in the transition process. They are typically the coach, mentor, and advocate when the student leaves school. They need to be encouraged to actively engage in the IEP process and the development of post-school goals. They need information and support to access community agencies and resources that support youth they leave school.

A recent GAO report demonstrates the challenges students and families face as they try to navigate agencies after they leave high school. Agencies require students apply for services. They have a more narrow focus on transition than the K-12 system. They are allowed to have waiting lists. They also have different definitions of disabilities. Services can vary widely within state systems based on the community resources. Linking youth to agencies while in school make connections easier.

This chart demonstrates some of the issues.



Convene your local Community of Practice- collaborate with the agencies that provide transition services after high school.

Source: GAO analysis of agency documentation, including postings and publications.

|                     | Employment  | Education/Training   | Independent Living  |
|---------------------|---|--|---|
| For All             | <b>Department of Labor</b> <ul style="list-style-type: none"> <li>▪ Employment Dev. Dept.</li> <li>▪ WIOA / American Job Centers</li> <li>▪ California Conservation Corps</li> <li>▪ Job Corps</li> </ul> | Community College/ Universities<br>Military<br>Technical Training<br>Adult Education<br>Regional Occupation Program<br>Short term Certification<br>Community Education | Social Services<br>Public Transportation<br>City and County Housing<br>Health Departments |
| Disability Specific | Department of Rehabilitation<br>Regional Centers<br>Vendor programs   | Community College-Disabled Student Programs and Services (DSPS)  | Independent Living Centers/ programs<br>Dial a Ride/Ride on Demand<br>Social Security-SSI |

- Partner with agencies in advance of IEP- with parent and student permission.
- Form local / regional Community of Practice or Partnership Groups to address transition.
- Invite agencies to the classroom. Offer Informational workshops, meetings for parents.
- Collaborate with agencies to create a Local Partnership Agreement.
- Create community resource maps and information for students and parents to navigate transition.
- Communicate with transition destinations-Learn what students need to know and do to be ready for the next environment.



## Collaboration among agencies requires effective communication. It is important to hear all perspectives.

These are some common terms that mean different things to different audiences:

| When you say<br>I Hear                     | Outcomes   | Assessment   | Course of Study                                    | Post-secondary Goals   | Self-Advocacy   | Self Determination  |
|--|--|--|--|--|---|---|
| <b>Student</b>                             | Where do I go???   | Not Another Test!!!  | Classes?   | I am not sure what my options are.   | If I talk, will they listen?  | I am in charge of my future?  |
| <b>Parent</b>                              | What is out there for my child?  | Not another test - more test anxiety!<br>Will it help or discourage?                       | What classes lead to graduation?                   | Are these goals realistic?   | I want them to listen to me too   | Where do I get the information to guide my child to ask for what he or she needs?           |
| <b>General Ed.</b>                         | College and career readiness   | Academic Finals<br>Smarter Balance   | Education/<br>Career Plan                          | College /<br>University  | Pick a university<br>Ask for help   | I will guide students to make choices   |
| <b>Special ed.</b>                         | Post-secondary education and training;<br>employment,                                | Psycho-ed test<br>Academic test<br>Transition and Career surveys<br>life skills evaluation | Course of study                                    | Goals related to post-secondary education training, work, Independent living | Know your disability<br>Ask for accommodations                                    | Use your initiative to plan your future and share your plans.                               |
| <b>College</b>                             | Persistence - Complete your degree or certificate<br>Transfer from community college | Placement tests<br>Eligibility for DSPS<br>Finals<br>Test for license...                   | Education Plan                                     | Major  | Students need to know what classes they want and ask for DSPS services they need. | Responsibility for career and education planning. They must use initiative to ask for help. |
| <b>Department of Rehabilitation</b>        | Employment   | Vocational eval.<br>Work Readiness<br>Situational Assessment                               | What classes or programs relate to employment goal | Employment Goal  | Can they describe their disability and state their employment goal                | Set realistic goals for themselves and advocate for their needs.                            |
| <b>Developmental Disabilities Services</b> | Integrated competitive employment<br>Quality life                                    | Eligibility for services<br>Specialized assessments  | Classes to earn diploma or certificate             | Do you want to leave high school with a diploma or certificate?              | Request services when developing a program plan                                   | State goals for the future, Make choices about services to meet needs.                      |
| <b>Business</b>                            | Responsible, Productive<br>Employee with skills to do the job.                       | On the job evaluation  | What training does they employee need              | Minimum qualifications for jobs  | Speak up.<br>Ask for what you need<br>Disclose your disability                    | Plan ahead<br>Complete education and training to advance                                    |
| <b>America Job Centers</b>                 | Employment   | Verification of eligibility  | Employment plan                                    | Employment   | Express your goals and ask for what you need.                                     | What services are provided? Which ones meet my needs?                                       |



# Appendices



## Legislation, Regulations, Rulings that Impact Diplomas for Students with Disabilities

The **Every Student Succeeds Act (ESSA)** provides guidance that impacts our youth.

### It defines the High School Diploma

The term “regular high school diploma:”

- (A) means the **standard high school diploma** awarded to the **preponderance of students** in the State that is **fully aligned with State standards**, or a higher diploma, except that a regular high school diploma shall not be aligned to the alternate academic achievement standards; and
- (B) **does not include a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential**, such as a diploma based on meeting IEP goals.
- The vast majority of students with disabilities should have access to the same high-quality academic coursework as all other students in the State that reflects grade-level content for the grade in which the student is enrolled and that provides for assessment against grade-level achievement standards. **Office of Special Education and Rehabilitation, July 2017**

(California reports graduation rates based on a five year cohort).

### It defines who is eligible for an alternative diploma

- Only students with the most significant cognitive disabilities should receive alternative diplomas and only if they have taken the state’s alternative assessments.
- No more than 1% of students graduating in a state should receive an alternative diploma.

It is important to remember that a student with a disability may only be exited from special education under the following three conditions: **1)** If, after the completion of a special education evaluation, it is determined that the student is no longer a student with a disability; **2)** Upon a student’s graduation from high school with a **regular** high school diploma; or **3)** Upon the student **exceeding the maximum age** for receiving special education services.

Authority: 34 C.F.R. § 300.306(a)(1); 34 C.F.R. § 300.102(a)(3)(i); 34 C.F.R. § 300.101(a); and Minn. Stat. § 125A.03

It defines state accountability requirements at the federal level, which resulted in the CA School Dashboard.

The Dashboard lists graduation rates for various student populations for each Local Education Agency (LEA) in the state and college and career indicators. The dashboard is based on the data submitted to the central data collection system in the California Longitudinal Pupil Achievement Data System (CALPADS). This is a longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting.

CALPADS designates a Dashboard Alternative School Status (DASS) program for "high risk" students who attend alternative education programs. Special Education is integrated into the DASS data. It is important to be aware of the methods CALPADS uses to evaluate college and career readiness.





## California Education Code

- A student who graduates from high school with a regular diploma is no longer eligible for special education and related services (34 C.F.R. 300.102(a)(3); Ed Code 56026.1)
- An LEA is obligated to issue a diploma when any student meets regular graduation requirements, and withholding a diploma to meet procedural requirements of the IDEA would be discriminatory. (see Runkel and Anonymous)
- When a student meets graduation requirements, an LEA must only provide the student and parents with adequate notice of graduation and the rights available upon termination of education consistent with the general notice requirements of 34 C.F.R.300.503
- Neither achievement of IEP goals, nor academic proficiency at a 12th grade level is required for graduation with a regular high school diploma. (34 C.F.R. 300.102(a)(3)(iii))

Please note, students with disabilities who earn an alternative diploma continue to be eligible for special education and related services.

### **Recent Supreme Court Rulings have an impact on diploma issues and the Opportunity to Learn**

*Andrew F. v. Douglas County School District,*

The Supreme Court determined that, “[t]o meet its substantive obligation under the IDEA, a school must offer an IEP [individualized education program] that is reasonably calculated to enable a child to make progress appropriate in light of the child’s circumstances.” The Court additionally emphasized the requirement that “every child should have the chance to meet challenging objectives.”

## **U. S. Department of Education Advisory**

### **Q 12 How can an IEP Team ensure that every child has the chance to meet challenging objectives?**

The IEP must include annual goals that aim to improve educational results and functional performance for each child with a disability. This inherently includes a meaningful opportunity for the child to meet challenging objectives. Each child with a disability must be offered an IEP that is designed to provide access to instructional strategies and curricula aligned to both challenging State academic content standards and ambitious goals, based on the unique circumstances of that child.

## **Higher Education Opportunity Act, 2008**

**Universal Design for Learning (UDL)** means a scientifically valid framework for guiding educational practice that —(A) provides flexibility in the ways information is presented, in the ways students respond or demonstrate knowledge and skills, and in the ways students are engaged; and (B) reduces barriers in instruction, provides appropriate accommodations, supports, and challenges, and maintains high achievement expectations for all students, including students with disabilities and students who are limited English proficient. *Higher Education Opportunity Act of 2008*

The Higher Education Opportunity Act of 2008 (HEOA) contains several important provisions that make postsecondary education more accessible and affordable for young adults with disabilities. This is particularly true for students with intellectual disabilities, as the law created new comprehensive transition and postsecondary programs and provided access to federal student aid to this population for the first time. *Rehabilitation Research, Policy, and Education, v26 n1 p33-42 2012*



## Local Partnership Agreements

As laws and regulations clearly define roles and expectations related to transition, it is important to create local partnership agreements. The California Blueprint for CIE makes partnership agreements necessary to achieve Real Work for Real Pay in the Real World for students with intellectual / developmental disabilities (IDD)

The Local Partnership Agreement Template is available at  
[http://www.chhs.ca.gov/Pages/Competitive-Integrated-Employment-\(CIE\).aspx](http://www.chhs.ca.gov/Pages/Competitive-Integrated-Employment-(CIE).aspx)

### These are the essential components of Local Partnership Agreements

1. Define the intent and purpose of the collaboration.
2. Identify core partners. In terms of CIE, these partners are LEAs, DOR districts and Regional Centers.
3. Identify community partners  
Additional partners in transition may include colleges and universities, business partners, social services, juvenile justice, non-profit organizations, including parent groups, social security, career-technical pathways, Adult Education, American Job Centers and other community resources.
4. Develop roles and responsibilities with a focus on person-centered planning
5. Define referral and intake process
6. Coordination of plans: Agencies have planning tools (schools- IEP, DOR-IPE, Regional Center-IPP  
Other plans are generated for youth through, for example, employment services, juvenile justice, social services and post-secondary education and training programs.

Plans need to be synchronized and avoid requiring duplicate or competing expectations.

7. Information Sharing: Youth who reach the age of majority have the right to disclose and not to disclose. It is important to gain their permission to share their information.  
Examples of information that might be shared include, but are not limited to eligibility documentation, youth Plans, assessment Information, education and work histories, employment or transition portfolios.
8. Resources: What resources do partners offer? How and when are they available?
9. Communication process among partners and information dissemination.
10. System measurement or evaluation- Is the partnership working? How has data improved? Have intended outcomes been achieved?



A Transition Guide To Postsecondary Education and Employment for Students and Youth with Disabilities Developed by the Office of Special Education and Rehabilitation Services, May 2017 [www.2ed.gov](http://www.2ed.gov) offers a suggested timeline for seamless transition services.

|           |   |   |
|-----------|---|---|
| <b>1</b>  | <b>IEP</b>                                      | Participate in your IEP or your child's IEP development to ensure that transition services are addressed in your child's IEP by age 16 (or earlier, depending on your state's laws). Students with disabilities and their representatives are critical members of the IEP Team and have valuable information that is needed for quality transition planning.  |
| <b>2</b>  | Be Familiar with steps to Transition Planning   | Schools should<br><ol style="list-style-type: none"> <li>1. Invite the student;</li> <li>2. Administer appropriate transition assessments;</li> <li>3. Determine needs, interests, preferences and strengths;</li> <li>4. Develop post-secondary goals;</li> <li>5. Create annual goals consistent with post-secondary goals;</li> <li>6. Determine transition services, including course of study needed to assist your student in reaching those goals;</li> <li>7. Consult with other agencies, in particular, the VR agency</li> <li>8. Update annually.</li> </ol> |
| <b>3.</b> | Implementation of transition services           | Provide transition services as identified in the IEP. Pre-Employment Transition services are provided under the Rehabilitation Act. Alignment of the IEP and IPE facilitates a seamless transition process.   |
| <b>4.</b> | Referral to VR or other Adult Agencies          | <ol style="list-style-type: none"> <li>1. Pre-Employment Transition services provided under the Rehabilitation Act as appropriate.</li> <li>2. Familiarize yourself with laws related to other programs and</li> <li>3. Learn about community agencies that provide services to support students, such as travel planning, independent living skills</li> </ol>   |
| <b>5.</b> | VR Application process                          | <ol style="list-style-type: none"> <li>1. Share employment interests and capabilities during the intake interview.</li> <li>2. Focus on assessment(s) that lead to the student's postsecondary goals.</li> </ol>  |
| <b>6.</b> | Individualized Plan for Employment              | Once a student is determined eligible for VR services, the IPE must be developed and approved within 90 days, and no later than the time the student leaves the educational setting.  |
| <b>7</b>  | Common VR Services under the Rehabilitation Act | <ol style="list-style-type: none"> <li>1. Transition Services</li> <li>2. Vocational Counseling</li> <li>3. Vocational Training</li> <li>4. Post-Secondary Education</li> <li>5. Supported Employment Services</li> <li>6. Career Development and</li> <li>7. Job Placement</li> </ol>  |
| <b>8</b>  | VR service Record Closure                       | As a result of the student or youth with a disability<br><ol style="list-style-type: none"> <li>1. Achieving an Employment Outcome or</li> <li>2. No longer pursuing an employment outcome, and therefore, determined ineligible for VR services.</li> </ol>  |

## VR is Department of Rehabilitation (DOR) in California

### Pre-Employment Transition Services:

1. Job Exploration Counseling
2. Work Based learning experiences, which may include in-school or after-school opportunities, or experience outside the traditional school setting, (including internships) that is provided in an integrated setting;
3. Counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education;
4. Workplace Readiness training to develop social skills and independent living;
5. Instruction in self-advocacy, which may include peer mentoring.



## Transition Questions We All Want to Ask

Here are a list of the most common questions regarding Transition in the IEP. This is an abbreviated version. The annotated version has extensive citations of laws and regulations upon which these answers are based. Both documents are available at [www.catransitionalliance.org](http://www.catransitionalliance.org). Bob Snowden, Ed.D is credited with the research.

### What is the difference between the terms mandate and compliance?

**Mandate** is defined as a written order or command. The Individuals with Education Act (IDEA) mandates special education law.

**Compliance** means to obey the law.

### Are “best practices” also legally defensible practices?

Best practices are tools or activities used to meet the multifaceted needs of students with disabilities in the educational setting. There exists an evolving array of available research-based strategies and supports that are considered to be best practices. All practices delineated in the student’s IEP are legally defensible.

### What extra steps are required to ensure the individualized education plan (IEP) is legally defensible?

To ensure the IEP is legally defensible education agencies must comply with federal and state special education laws. Districts must ensure school personnel are knowledgeable about child find; evaluation; IEP development; IEP implementation; provision of FAPE; protection of the rights of children and their parents to procedural due process and safeguards in the evaluation and placement process; and address secondary transition services.

### When is an assessment plan required to meet the mandate to provide transition assessments?

For a student age sixteen and older, if the instrument used for transition assessment is a norm-referenced test of achievement, then an assessment plan is required. If the whole class is assessed for acquisition of a criterion-referenced skills or informal assessments to collect data are conducted for individual students, an assessment plan is not required.

### Do we need to complete an assessment plan when transition and career exploration are integrated into the class curriculum?

If transition and career exploration are integrated into the class curriculum, and the data is collected on all students using criterion referenced assessments, an assessment plan is not required.

If a student is assessed individually to gather data using norm-referenced test of achievement, then an assessment plan is required.

### What is the difference between transition services and career guidance and planning?

The difference between transition services and career guidance is the inclusion of transition planning in the IEP to assist in the student in becoming a productive member of his/her community.

Secondary transition services requirement at its inception is an affirmative action-type push to codify career/vocational planning for students with disabilities.



**If general education personal growth class offers career planning (like the 10 year plan) could it meet the transition requirements related to assessment, course of study, post-secondary goals?**

Yes, general education career planning activities can meet the transition requirements related to assessments, course of study, and post-secondary goals as long as they are documented in the student's IEP.

**Are related services required to be listed on the IEP or are they offered as needed? Is transition IEP required to list related services?**

Yes, related services are required to be listed on the IEP and transition services is a mandated component of the IEP. It is the **responsibility of the IEP team to consider what** related services the child needs and the detail with which the team specifies them in the IEP.

**How do we list post-secondary goals on the IEP if the student refuses to express goals?**

Special education law states transition goals and services must be in the student's IEP beginning in the year the student turns 16, or younger if determined appropriate. Getting the student to actively participate in transition planning is not always an easy task. A teacher must be creative in attempts to verify preferences, interests, and goals. Best practices suggest transition planning should take place before the IEP meeting. Since it might involve assessments and multiple meetings there should be ample time allotted for assessments and planning. During the transition planning process there will be many conversations, with many different people. Make sure notes are taken on any conversations with the student, family members, teachers, school administrators, evaluators, service providers, doctors, nurses and/or advocates. It is a good idea to follow-up with a brief note or e-mail to confirm what was said about the student's preferences, interest and goals.

**How do we find the time to provided transition services if students rarely attend school?**

All districts have policy and procedures, in place, for students who are not meeting attendance expectations. Interventions provided to individual students who are not attending school regularly should be tracked and data should be analyzed to determine the effectiveness of the intervention efforts.

Students and families with multiple issues or more intensive problems should participate in School Attendance Review Boards (SARB) or other multidisciplinary teams that include student, their family and school staff such as Student Success Teams (SST).

**How do we document transition services for students who are in general education classes 100% of the time and involved in extracurricular activities?**

Districts are mandated to document the student's transition services through the IEP process. It is reasonable to document the student's performance in general education classes, and engagement in extracurricular activities as part of transition record-keeping.



**Are teachers providing DIS services (e.g. Adaptive PE, speech and language) required to address transition in their IEPs?**

Yes, DIS personnel are required to address transition in the student's IEP. Tie the services to transition topics. For example, the DIS Adaptive PE Services may reference transition goals related the fitness, wellness and recreation; the DIS Language Specialist may reference transition goals related to communication skills required for employment or soft skills- interpersonal skills, cooperation, and listening skills.

**The law requires IEPs to address transition at age 16. What is the recommended age to address transition in their IEPs?**

Special education law specifically states transitions will begin when the student is "16 years of age, or younger if determined appropriate by the IEP team." Many states require transition services at an early age.

**Can we meet the course of study mandate if we attach the four year education/employment plan developed by school counselors with students?**

Yes, a four year plan by a school counselor can meet the course of study requirement if the counselor is invited to the IEP team meeting and the contents of the plan is documented in the student's IEP.

**Can responsibility be assigned to students and/or parents on the transition IEP?**

Yes, responsibility regarding aspects of transition services can be assigned to the student and/or parent. Special education law mandate that students and parents are full and equal participants with the District in the development of the IEP. This means they must be invited to the meetings regarding the special education programming for the student and they must have equal voice in developing the program.

**Can we state the student participates in A-G courses?**

Yes, student progress in A-G courses are an integral part of the IEP process. All teachers keep data on which skills their students have mastered and special education law requires the utilization of that information to make informed decisions on the instructional needs of the student.

**How do we list dual enrollment courses that typically offered in partnership between the high schools and local community colleges?**

Transition services mandate facilitating the movement of the pupil from secondary activities to post-secondary education. Best practice would involve developing a memorandum of understanding between the secondary education system and the community college.

**How do we invite agencies to participate in the IEP if our community is small, rural and isolated therefore, lacking agency partners?**

Special education law states the school needs to reconvene the IEP team to identify alternative strategies to meet the transition needs of the student. Most service agencies like the Department of Rehabilitation have regional offices that cover large territories. Contact the regional office to invite a representative to a student or group of students who may become clients.



**Do we need to document the services agencies provide students?**

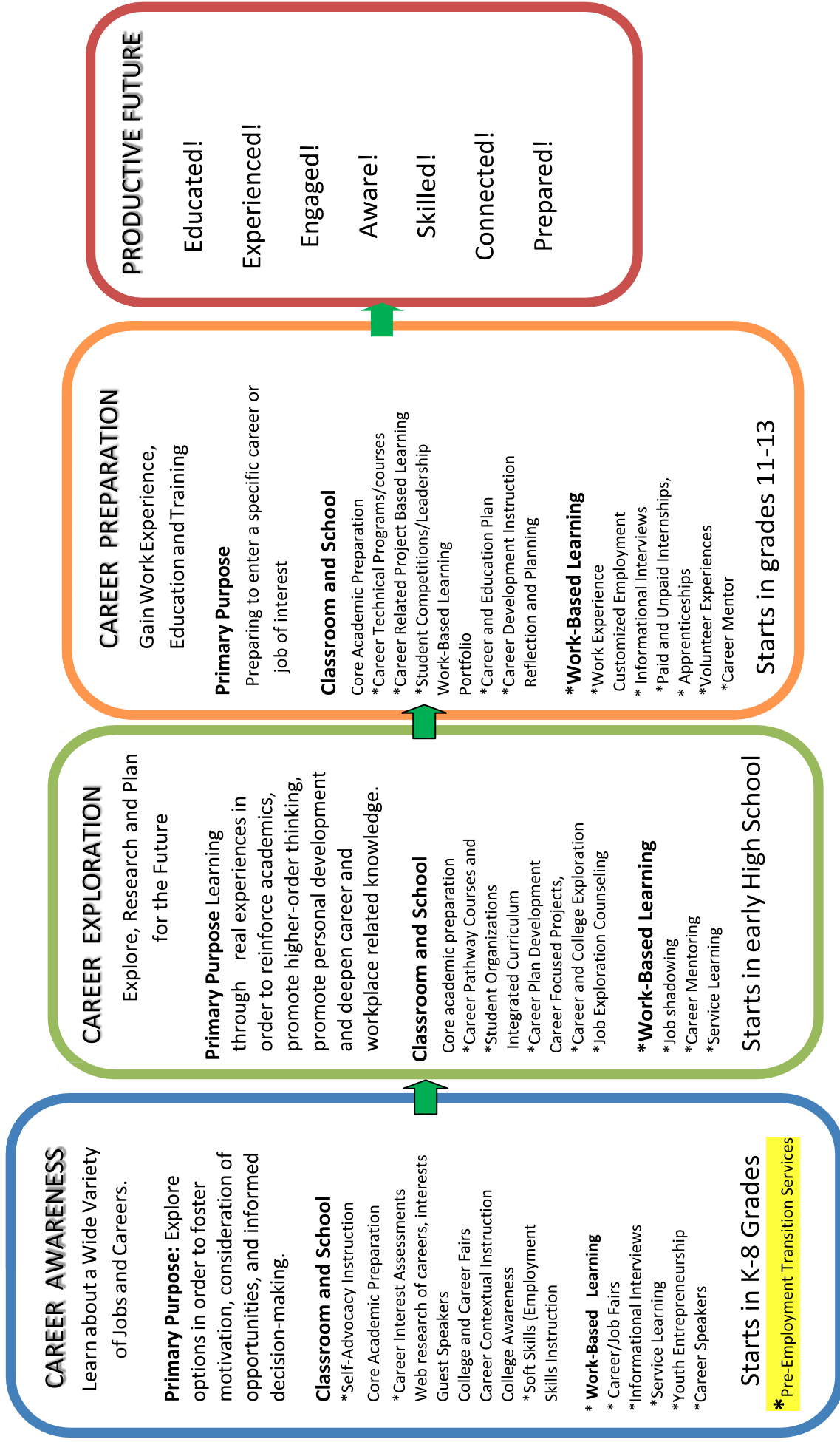
Yes, all schools need to document the services other agencies provide students with disabilities. A time to collect this type of information is when the parents are interviewed.

**What supporting documentation is recommended to document the provision of services listed on the IEP.**

When a complaint is filed against a district with the state that claims violation of federal and state special education law, district must provide documentation to support compliance. Depending of the complexity of the complaint, documentation may include, but are not limited to, district forms, policies and procedures, cumulative files, copy of IEPs, referrals, assessments, inventories, reports, notes, minutes of meetings, student progress reports, work samples, report cards, attendance reports, service logs, etc.



# Preparing Youth for College, Career and Life Success





# Transition from Cradle to Employment and Adult Life

Begin with the End in Mind: Adulthood

**Roles** **Powerful Self- Advocate** **Lifelong Learner** **Worker/ Earn Income** **Contributing Citizen** **Responsible Family Member**  
**Earn Diploma/Meaningful Certificate** **Enroll Post-Secondary Education/Training** **Enter Employment** **Live Independently** **Participate in Community**

| Birth - Pre-School  | Pre- K - Grade 3  | Middle School   | High School   | Last Year - Early Adulthood   |
|---|---|---|---|---|
| Youth Leadership Self Advocate  |   |   |   |   |
| Express wants, needs<br>Communicate with family, friends<br>Develop social, interpersonal skills  | Express choices, preferences<br>Develop sense of self respect<br>Build teamwork skills<br>Take responsibility for self<br>Learn about disability, ask for help                                    | Develop a learner profile of assets<br>Actively participate in IEP<br>Develop awareness of disability<br>Explore accommodations<br>Speak up for what you want, need<br><i>Use accessibility features on phone</i> | Communicate strengths, needs<br>Explain disability to the IEP team<br>Accommodate self- then seek help<br>Set goals based on informed choices<br>Learn about legal rights, laws   | Lead your IEP meeting<br>Take steps to make choices happen<br>Apply for jobs, postsecondary education and training<br>Apply for services accommodations   |
| Family Role: Parent, Ally, Life Coach, Mentor, Advocate, Support System   |   |   |   |   |
| Nurture<br>Read<br>Praise accomplishments<br>Set expectations high<br>Give Choices<br>Play, explore interests, solve puzzles  | Encourage friendships, social skills<br>Expect / assign Chores<br>Encourage interest through hobbies, Recreation, youth organizations<br>Learn about disabilities<br>Actively participate in IEPs | Expect positive study habits<br>Encourage volunteer activities<br>Develop problem-solving skills<br>Encourage learning, accepting disability<br>Support development of career interests                           | Slowly allow freedom<br>Encourage use of self -advocacy skills<br>Travel skills-Navigate the community<br>Move from child to adult health care<br>Encourage decision-making skills<br>Independent living skills-household tasks | Master independent living skills<br>Driver's License<br>Mobility plan to access your community<br>Benefits planning, Financial Literacy<br>Maintain safe social media presence<br>Apply for Independent Living services |
| Learning  |   |   |   |   |
| Contextual Learning   | Universal Design  | Multi-tiered System of Support  | Differentiated Instruction  | Accommodations Modifications  |
| Early knowledge, skills<br>Enrich language skills<br>Communication, interpersonal skills<br>Explore environment<br>Encourage social competence  | Academic Standards<br>Social-Emotion skills development<br>Pre-employment soft skills (communication, attitude, teamwork, problem-solving)  | Career Exploration- Research jobs<br>Research education jobs require<br>Use Discovery process to identify interests, skills, talents<br>Service Learning  | Academic Standards<br>Career-Technical Education<br>Connect to College - Dual Enrollment<br>Transition/Education/Career Counseling<br>Transition Assessments / Portfolio  | Earn a high school diploma<br>Use transition portfolio to apply for employment or for DOR services<br>Apply academic standards and CTE standards to work and education  |
| Career Development Work-Based Learning - Collaboration with Business Partners   |   |   |   |   |
| Self-Awareness  | Career Awareness  | Career Exploration  | Career Planning   | Employment  |
| Observe people doing jobs<br>Talk with child about working<br>Encourage developing skills and interests   | College Awareness/ College Fairs<br>Interest surveys<br>Industry Tour<br>Mentors and Role Models<br>Listen to speakers in classroom   | Volunteer<br>Job Shadow<br>Interview people who work<br>Exposure to College and Career options<br>Provide Career, Education guidance  | Career Pathway- Stackable Credentials<br>Apprenticeships, Internships<br>Job Search Training -Work Experience<br>Participate in student organizations<br>Match career choices to labor market                                   | Earn Stackable Credentials<br>Apprenticeships, Internships<br>Make informed career/training choices based on your interests, employment options. Avoid pursuing obsolete jobs.  |
| Interagency Collaboration: America's Job Center, Department of Rehabilitation, Regional Center, Independent Living Center, College/University, Military, Industry Certification On the Job Training |   |   |   |   |
| Eligibility Access Local Agreements that define roles, services, contributions, Benefits Planning, Coordinate Wrap-Around Family Services <a href="#">Link to community</a>                         |   |   |   |   |





## Employability Skills Framework [cte.ed.gov/employabilityskills/](http://cte.ed.gov/employabilityskills/)

### Applied Knowledge

#### Applied Academic Skills

Critical Thinking Skills

#### Effective Relationships

Interpersonal Skills

Personal Qualities

#### Workplace Skills

Resource Management

Information use

Communication Skills

Systems Thinking

Technology Use

### Universal Skills Employers Seek

[www.ncwd-youth.info/ilp](http://www.ncwd-youth.info/ilp)

Good communication skills

Leadership Qualities

Positive Attitude

Flexibility and Adaptability

High Standard for Performance

Good Work Ethic

Dependability, Punctuality, Maturity

Acceptance of responsibility

Productivity

Willing to learn and keep learning

Ability to analyze and evaluate

Teamwork

### Job Readiness Skills Inventory

[www.dor.ca.gov](http://www.dor.ca.gov)

Communication

Attitude

Teamwork

Problem Solving & Critical

Thinking

Professionalism

Job Seeking Skills

## Essential Skills for Employment

Skills required to find, maintain, and advance in all careers  
Compiled by Sue Sawyer, CA Transition Alliance



### Standards for Career Ready Practice

[www.careertech.org](http://www.careertech.org)

Apply appropriate technical and academic knowledge

Communicate clearly, effectively and with reason

Develop an education and career plan aligned with personal goals

Apply technology to enhance productivity

Utilize critical thinking to make sense of problems and persevere to solve them.

Practice personal health and understand financial literacy

Act as a responsible citizen in the workplace and community

Model integrity, ethical leadership and effective management

Work productively in teams while integrating cultural and global competence

Demonstrate creativity and innovation

Employ valid and reliable research strategies

Understand environmental, social and economic impact of decisions

### Non-Academic Soft Skills: What Should We Call Them? [www.npr.org](http://www.npr.org)

Character, Social and Emotional Skills, Soft Skills, Grit

Non-cognitive Traits and Habits, 21st Century Skills, Growth Mindset,

### P21 Framework for 21st Century Learning [www.P21.org](http://www.P21.org)

#### Key Interdisciplinary Subjects

Global Awareness, Civic, Financial, Health, Environmental Literacy

#### Learning and Innovation Skills

Creativity, Critical Thinking, Communication, Collaboration

#### Information, Media and Technology Skills

Information Literacy, Media Literacy, ICT (Info, Communication and Technology Literacy)

#### Life and Career Skills

Flexibility & Adaptability, Initiative & Self-Direction, Social & Cultural Skills,

Productivity & Accountability, Leadership & Responsibility

### Executive Functioning Skills [www.askjan.org](http://www.askjan.org)

#### Cognitive skills

Plan, Organize, Strategize

Pay attention to, remember details

Start and stop actions, Form concepts, think abstract

#### Behavior & Social Skills

Monitor, regulate behavior

Plan future behavior related to new tasks

Anticipate outcomes, adapt to change

### Chart Legend

Chart is available at

[www.catransitionaliaance.org](http://www.catransitionaliaance.org)

Blue = applied academic skills

Red = soft skills

Green = website includes

teaching/training resources

### Equipped for the Future <http://eff.clee.utk.edu/>

#### Communication

Observe, convey ideas in writing

Listen actively, Speak, Read

#### Decision-Making

Use Math to solve problems

Plan and solve problems

Make decisions

#### Interpersonal Skills

Cooperate Resolve conflict

Advocate & Influence

Guide Others

Lifelong Learning Skills

Take Responsibility for Learning

Use information/communications technologies

Learn through research

Reflect and Evaluation

### Soft Skills to Pay the Bills

[www.dol.gov/odep](http://www.dol.gov/odep)

#### Communication Skills

Enthusiasm & Attitude

Teamwork

Networking

Problem Solving & Critical Thinking

Professionalism

Technical skills for each occupation:

O'NET [www.onetonline.org](http://www.onetonline.org)

My Next Move [mynextmove.org](http://mynextmove.org)

Labor Market Information identifies

industries /careers with highest

potential for opportunity and wages.

[www.edd.gov/lmid](http://www.edd.gov/lmid) and **Doing What**

**Matters**, [www.cccco.edu](http://www.cccco.edu)



# Essential Life Skills for All Teens

## Independent Living Skills

### At Home Skills

- Locate Housing options
- Arrange Rent, Utilities, Phone
- Basic Routine Maintenance
- Clean, Vacuum, Dust
- Find a Circuit Breaker/use it
- Locate, use Water Furnace Shut-off
- Fix Basic Plumbing

### Food Skills

- Plan, shop for Healthy Diet
- Prepare, Store Food
- Cook Balanced Meal
- Use Kitchen Appliances

### Personal Appearance Skills

- Basic Clothing Repair (buttons, hems)
- Iron Garments
- Fold, put away Clothes
- Laundry -- Follow care labels, treat stains
- Maintain Personal Appearance

## Financial Literacy

- Understand Gross/Net pay, Deductions
- Make a Budget -- stick to it
- Use a Bank and/or ATM/ On-Line Banking
- Open, Use, Balance Checking Account
- Apply for Credit Card, use wisely
- Benefits Planning
- Saving Account,
- Keep track of documents file taxes

## Health and Wellness

- Basic First Aid
- Maintain Healthy Diet
- Use Medication Safely
- Routine Exercise
- Make Healthy Lifestyle Choices
- Maintain Hygiene/Grooming
- Be aware of Personal Safety

## Citizenship

- Register to Vote, Vote
- Comply with Laws, Regulations
- Be Environmentally Responsible
- Participate in Community Activities
- Volunteer

## Use Technology at Work, Home, Socially

- Use Social Media Responsibly
- Know Cyber Presence
- Cell Phone Message & Ringtone should Leave a Good Impression
- Validate Sources of Information
- Maintain Safe Identity
- Maintain Current Knowledge of Technology/Applications

## Transportation Community Access

### Drive/Maintain Car & Driver's License

- Buy Car, Buy Insurance
- Registration
- Pump gas
- Maintain Vehicle Oil, Fluids
- Maintain, Change Tires,
- Follow Traffic Laws/Safety

### Community Access

- Know Options
- Read a Map/ Use GPS
- Know Landmarks
- Community Orientation

### Use Public Transportation

- Know Schedules
- Know Routes, Pick-up Points
- Know Options (Bus, Taxi, On-demand)

## Social / Recreation

- Explore Social/Recreational Opportunities
- Pursue Hobbies, Recreational Interests
- Develop, Maintain Healthy Friendships
- Develop, Maintain Healthy Family Relationships

## Postsecondary Options

- Explore Options -- Job Center, Web Postings
- Explore Postsecondary Education Options
- Apply Decision-Making Skills
- Use Labor Market Info. to guide choices
- Develop Resume
- Submit Applications/Resume on-line
- Interview skills

## Employability Skills

- Communication Skills (Listen, Speak, Customer Service)
- Interpersonal Skills (Leadership, Social Skills, Teamwork)
- Personal Qualities / Work Ethic
- Thinking Skills (Analyze, Prioritize, Visualize, Problem Solve)
- Application of Core Academic Skills
- Use of Technology
- Manage Resources, Time
- Understand Value of Lifelong Learning
- Be Adaptable

## Self Determination & Self Management

- Know Yourself -- Your Strengths, Limitations
- Manage Your Time
- Set Priorities
- Monitor Your Performance
- Balance Your Responsibilities and Priorities.
- Adapt and Accept Change
- Advocate for Yourself to Meet Your Needs
- Learn from Mistakes

### Believe in Yourself

## Be A Lifelong Learner: Be curious & interested to learn new things or apply old info in new ways

- Seek Opportunities to Learn -- in Classroom, with Computers, with Books, with People
- Learn From and With Others -- Share what you Learn -- Recognize You are Not "The Expert"
- Take in Information -- Analyze it, join it with other Information, then apply it

