### Postsecondary Transition Plan (PTP) Application

## Guide for Creating a Postsecondary Transition Plan When the Online PTP Application is Unavailable

December, 2013



## Instructions for creating a postsecondary transition plan when the online PTP application is unavailable

On rare occasions the online PTP application may be inaccessible due to a technical problem. In this situation, the IEP team may create a postsecondary transition plan manually and enter the data into the online PTP application when it becomes available, but no later than 30 days after the IEP team meeting date.

- The IEP team should complete the *Individualized Education Program: Postsecondary Transition Plan Worksheet*, found in Appendix A of this guide, during the IEP team meeting.
- The completed worksheet is the student's postsecondary transition plan and should be implemented. The worksheet should be filed with the student's IEP.

When the online PTP application is available, follow the appropriate steps to create or revise a PTP. Use the information from the worksheet to provide the required information for the PTP.

Once the PTP is completed, print a hard copy and file with the student's IEP, and/or electronically attach as a PDF document to the student's IEP in your district's student information system.

Select 'Lock PTP' on the record completion page within the PTP application.

The record is now ready for district review and submission to DPI.

### **APPENDIX A**

## **Postsecondary Transition Plan Worksheet**

## INDIVIDUALIZED EDUCATION PROGRAM: POSTSECONDARY TRANSITION PLAN WORKSHEET

Name of S	tudent:	Date of Birth:
School:		
Date of IE	P team meeting:	
Date stude	nt was invited to the IEP team meeting:	
Me	ethod of inviting the student to the IEP team	meeting
	Written Verbal	
Di	d the student attend the IEP team meeting?	
	] Yes	
	No – List the steps that were taken to ensur	re that the student's preferences and interests are considered.
Has an age	e-appropriate transition assessment been con-	ducted?
	] Yes	
the	e student can be identified or developed. The IEP	ropriate transition assessment before measurable postsecondary goals for Team should not proceed until such assessment takes place. Depending any be possible to complete such an assessment at the IEP Team meeting
De	escribe the results of the assessment (optional	(l)
Postsecon	dary education or training goal	
After h	nigh school the student will: (select one)	
	_ · · · · · · · · · · · · · · · · · · ·	nool and earn an associate degree or certificate.
	attend a 2-year college or community of	E
	attend a 4-year college or university ar	
	attend a vocational school or other sho	
	receive on-the-job training (including a	
	participate in a humanitarian program,	e.g., Peace Corps, Vista, etc.
	enlist in the military. other:	
		e Department of Public Instruction and may result in identified
	noncompliance.)	. 2 cp

Additional information the IEP team may wish to include related to the student's education or training goal:

	truction and may result in identified		i Appendix B are subject to review
After completing or o	obtaining postsecondary education	n or training, the student wil	l be employed in the field of:
Additional information	on the IEP team may wish to incl	ude related to the student's e	employment goal:
	for a postsecondary goal(s) relate	ed to independent living skil	ls?
☐Yes ☐No			
If yes, after high scho	ool the student will:		
Does the student's IEP contactoward meeting all of the state	in at least one annual goal or shorted postsecondary goals?	t-term objective that will he	lp the student make progress
□Yes			
	must develop an annual goal(s) to b toward meeting the stated postsecond		section of the IEP that will help th
Record the relevant a	annual goal(s) here (optional):		
	rvice that will assist the student in the subject to review by the Departmen		
Category	Transition Service	School Year	Person(s) responsible
Will other agencies likely be	involved in providing or paying f	for any transition services du	uring the term of this IEP?
□Yes □N	0		

representative(s) of the outside participating agency(ies) to attend the IEP Team mee	
□Yes	
□No	
Parent or adult student refused consent, or the LEA was unable to obtain consent attempts.	after three good faith
If consent was obtained, was a representative(s) of the outside participating agency(ies) invit	ed to the IEP Team meeting?
□Yes □No	
Agencies invited to the meeting (optional)	
List the classes the student will take while in high school focusing on the academic and funct assist the student in reaching his or her postsecondary goals (attach additional pages as neede	
Course Title	School Year
Will the student reach his/her 17 <sup>th</sup> birthday during the timeframe of the IEP or has the studen	t reached the age of 18?
Yes No (If yes, specify how the student and parents have been informed of the rights which we transferred to the student at age 18 if no legal guardian has been appointed)	vill transfer or have
Will the student be exiting school because of graduation or exceeding the age of eligibility for Education (FAPE) at the conclusion of the current academic school year?	or a Free Appropriate Public
□Yes □No	
If yes, eligibility for a Free Appropriate Public Education (FAPE) ends when a stude school diploma, or at the end of the school term in which the student turns age 21. Us local education agency must provide the child with a summary of the child's academ functional performance, including recommendations on how to assist the child in me postsecondary goals. 34 CFR 300.305(e)(2) and (3), IDEA	nder these circumstances, the ic achievement and
The summary of performance must be provided at a reasonable point prior to gradual conduct an IEP meeting to develop the summary of performance.	tion. It is not necessary to

# APPENDIX B MEASURABLE POSTSECONDARY EMPLOYMENT GOALS

#### PTP Career Clusters and Pathways

The options provided below are based on the Wisconsin Career Pathways modeled after 16 national career clusters developed by the States' Career Clusters Initiative (SCCI). For purposes of this IEP:PTP application, the content and appearance of the career clusters and associated pathways have been slightly altered from how they are presented at <a href="http://www.wicareerpathways.org">http://www.wicareerpathways.org</a>. To find more information on the career clusters, go to <a href="http://sped.dpi.wi.gov/sped/av/tran-ptp-career/player.html">http://sped.dpi.wi.gov/sped/av/tran-ptp-career/player.html</a>

Agriculture	Animal Science/Care	Architecture	Art	Audio/Video Technology
Agribusiness System     Environmental Service     System     Landscaping Services     Plant Systems	Animal Science/Care     Animal Care Services     Animal Health     Animal Research	Building Design     Landscape Design	o Painting o Photography o Sculpture	Audio/Video Technology     Audio/Video Equipment     installation and     maintenance     Audio/Video Production
Automotive/Maintenance/Repair O Automotive Body Repair O Automotive Mechanics O Diesel Mechanics	Business Management O Administration Support O Business Information Management O General Management O Human Resources Management	Communications      Broadcasting      Journalism      Printing Technology	Construction  ○ Building Construction  ○ Equipment Operations	Corrections and Security  O Corrections Services O Security and Protective Services
Distribution and Logistics      Logistics Planning and     Management Services     Warehousing and     Distribution Center     Operations	Education	Engineering	Finance	Food Sciences/Services
Government Public/Administration  Administration Support  Foreign Service  Governance  National Security  Office Management and Administration  Planning Public Management Regulation Revenue and Taxation	Health Science	Hospitality and Tourism      Lodging     Recreation, amusements and attractions     Restaurant and Food/Beverage Services     Travel and Tourism	Human Services	Information Technology  Information Support Services Information Technology Equipment Installation and Repair Programming and Software Development Web and Digital Communications
Law  O Administrative Support Services O Legal Services O Legal Support Services	Manufacturing	Marketing/Sales  Marketing/Communications/ Advertising Marketing Management Marketing Research Merchandising Professional Sales	Mathematics  ○ Research and Design	Natural Resources
Performing Arts	Public Safety	Science	Transportation      Health, Safety and     Environmental Management     Mobile Equipment     Maintenance     Sales and Service     Transportation Infrastructure     Planning     Transportation Operation	*The WSTI (CFDA #84.027) acknowledges the support of the WI DPI in the development of this resource and for the continued support of this federally-funded grant program. There are no copyright restrictions on this document; however, please credit the WDPI and support of federal funds when copying all or part of this material.

## APPENDIX C TRANSITION SERVICES

### Acquisition of Daily Living Skills

Daily living skills are activities that adults do most every day. These include such things as preparing meals, budgeting, maintaining a residence, paying bills, raising a family, caring for clothing, and/or personal grooming.

Act responsibly in caring for personal property and the property of others

Choose and wear clothing appropriate in size, color, pattern, and style

Complete an assessment of daily living skills

Contact a DHS case manager to be placed on the residential service waiting list

Demonstrate ability to communicate personal information in appropriate situations

Demonstrate ability to determine temperature by reading a thermometer

Demonstrate ability to maintain a comfortable room temperature in the home

Demonstrate ability to operate a washer and dryer

Demonstrate ability to respond to household emergency situations

Demonstrate acceptable eating behaviors

Demonstrate advanced telephone skills

Demonstrate an acceptable understanding of concepts related to sexual awareness

Demonstrate an understanding of words found in the home environment

Demonstrate good decision making skills

Demonstrate knowledge of the physical and personal care of children

Demonstrate proper judgment in food storage

Demonstrate qualities of a good citizen

Demonstrate safety precautions in the home

Demonstrate time management skills

Demonstrate understanding of measurement as it applies to everyday living

Develop a contact list of agencies that provide residential supports in this county

Develop a network of informal supports

Develop a personal fitness routine

Develop a shopping list based on recognized household and personal needs

Develop emergency procedures for use at home

Dress and undress independently

Dress appropriately for specific situations (e.g., weather, special events, casual, seasonal)

Explore possible assistive technology and adaptive assistance

Explore possible technology and adaptive assistance

Know how and when to seek medical assistance

Listen to the weather forecast to plan daily/weekly outings/clothing choices

Maintain a clean body

Maintain a neat appearance

Maintain own bedroom

Make local calls and respond appropriately to incoming calls

Manage daily time schedule

Manage money and pay bills

Manage personal self care

Manage personal toileting needs

Meet with a doctor to discuss birth control/family planning options

Meet with a family financial planner

Meet with and interview adults with disabilities and their families who are receiving residential supports

Open a checking/savings account

Perform light household maintenance

Perform written correspondence

Practice preventive health care

Prepare and serve foods which require little or no cooking

Prepare and serve simple foods which require cooking

Purchase clothing and learn how to care for clothes

Purchase food

Recognize when clothing repair is necessary and either mend the item or arrange for assistance

Recognize when specific things need cleaning

Register for long-term care services with the local Aging and Disability Resource Center (ADRC)

Schedule and keep medical appointments

Select a primary care physician and dentist

Sort, wash, dry, fold, and put away laundry

Take courses in foods, family life, child development, and babysitting

Treat minor illnesses and perform basic first aid

Understand directions for taking medications

Visit community agencies that provide daily living skills training to adults

Other (Provide description)

### **Community Experiences**

Community experiences are generally provided outside the school building and prepare the student for participation in community life. Community experiences encourage the student to participate in the community, including government, social, recreational, leisure, shopping, banking, transportation, or other opportunities.

Access services and items which have a constant location

Apply for residential services

Demonstrate ability to identify the locations of and get to social service agencies

Demonstrate ability to navigate the community

Demonstrate ability to safely cross streets including those with traffic lights

Demonstrate an understanding of cost saving techniques

Demonstrate appropriate social behaviors in the community

Demonstrate knowledge of Section 504 of the Rehabilitation Act and Americans with Disabilities Act

Demonstrate knowledge of banking options: checking, savings, debit cards, online banking, etc.

Demonstrate knowledge of community agencies that provide services and support to people with disabilities

Demonstrate understanding of basic insurance needs and where to purchase coverage

Demonstrate understanding of purchasing options and pay for large purchases in the community

Develop a realistic plan for addressing post secondary housing needs and demonstrate the ability to secure housing

Enroll in and take classes through the local County Extension Program

Enroll in community education courses

Enroll in summer college for youth

Identify activities of choice to do with an adult service provider

Identify activities of choice to do with family members or friends

Identify any supports needed to participate in activities

Identify appropriate resources for problem solving

Identify proper responses to emergency situations in the community

Identify specific community facilities to join for recreation and leisure services

Identify specific recreation or leisure activities of choice and participate independently

Investigate participation in church/temple or social/recreation events

Investigate participation in community civic and social organizations

Investigate participation in community sports teams or organizations

Investigate youth volunteer programs at the hospital

Investigate youth volunteer programs at the library

Join a community recreation center or YMCA

Join a community team or organization

Join local organization or club

Know the dangers of accepting assistance or goods from strangers

Learn about local art galleries, public museums, library

Locate needed items in a grocery store

Locate specified areas within neighborhood

Locate, access & use relevant community resources

Make and keep own appointments

Observe a courtroom or jury duty process

Obtain a state identification card or get instructional support to obtain a driver's license

Participate in extracurricular activities

Participate in group activities supported by an adult service provider

Practice banking, budgeting, and shopping skills

Recognize and understand cost and pay for small purchases in the community

Register for classes with city parks and adaptive recreation programs

Register with Selective Service

Select and order food in restaurants independently

Take classes through the local 4-H organization

Understand relevant community signs

Use public transportation or get instructional support to obtain a driver's license

Other (Provide description)

### **Employment including Supportive Employment**

Employment and supported employment focus on the development of work-related behaviors, job seeking and keeping skills, career exploration, skill training, apprenticeship training, and actual employment. While volunteer work and work for sub-minimum wage provides important job skills and experience, the focus of postsecondary employment goals for all students with disabilities is integrated employment, which is defined as employment at a competitive wage (at least minimum wage).

Accurately complete a job application

Attend a transition fair or career fair at school and/or in the community

Collect information regarding desired employment and career interests for adult life beyond college and/or postsecondary vocational training

Complete application for DVR

Conduct an informational interview with military branch officers

Contact a Work Incentives Benefit Specialist to discuss the impact of employment and benefits

Contact the state Commission for the Blind and Visually Impaired to obtain employment services

Demonstrate ability to access various resources for assistance in job searching

Demonstrate appropriate hygiene and grooming

Demonstrate employability skills and schedule a work experience

Demonstrate good attendance and punctuality

Demonstrate knowledge of Section 504 of the Rehabilitation Act and Americans with Disabilities

Act

Demonstrate the necessary interpersonal skills to work with others

Demonstrate the skills necessary to perform successfully in a job interview

Demonstrate understanding of how work contributes to self-confidence

Demonstrate understanding of how work provides opportunity to develop personal relationships

Demonstrate understanding of how workers contribute to society

Demonstrate understanding of the relationship between specific jobs and the education required

Demonstrate understanding that some jobs do not require further education

Develop work readiness skills and vocational English

Draft resume, cover letters, and thank you notes for after interviews

**Exhibit punctuality** 

Explore possible summer employment through the Summer Youth JTPA or WIA program

Follow directions without complaint

Get a part-time job in an area of interest

Go on informational interviews with employers

Have a variety of successful community-based work experiences

Identify work-related strengths and skills

Interview a job coach for assistance with learning job tasks

Learn about the county one-stop career centers

Learn how to interview, write resumes, cover letters, and do a job search

Learn more about the voucher for Ticket to Work (for SSI beneficiaries) and interview providers

Maintain a productive work rate

Maintain appropriate work habits

Maintain appropriate work habits when supervisor is not present

Meet with a DVR counselor to develop an Individualized Plan for Employment (IPE)

Meet with a Job Corps counselor

Meet with adult workers in careers of interest

Meet with armed forces recruiter

Meet with supported employment agencies to identify and evaluate their services

Observe job site and develop a task analysis for job activities

Obtain a list of providers to DVR who conduct person-centered planning, job development and placement, and job coaching

Obtain a paid job in an area of interest

Obtain and memorize Social Security number

Obtain information and/or apply for youth apprenticeship program

Participate in a career exploration program

Participate in a supported employment job experience

Participate in chores at home

Participate in job shadowing

Practice completing job applications and interviewing skills

Practice explaining disability and needed accommodations

Practice negotiation skills for job raises

Practice working with others by demonstrating good listening skills and verbal communication skills

Purchase clothes for job interviews

Receive orientation and mobility training in place of employment

Recognize the need to support oneself financially

Register with Employment Services

Request application from DVR

Research careers, qualifications and specifications, and key words for resume development through O\*Net

Respond appropriately to authority figures

Respond appropriately to verbal correction from others

Schedule a visit with the local DVR office to determine eligibility for services

Understand a paycheck

Understand factors which influence job retention, dismissal, and promotion

Visit possible employment sites

Visit the labor organization offices for a local union

Volunteer in the community

Work towards obtaining a license in chosen career, if required

Write a Plan for Achieving Self-Support (PASS) and submit it to Social Security to obtain funding for starting a business

Write a Plan for Achieving Self-Support (PASS) and submit it to SSA to obtain funding for transportation to and from a job

Other (Provide description)

### **Functional Vocational Evaluation**

A functional vocational evaluation is an assessment process that provides information about job or career interests, aptitudes, and skills. Information is gathered through situational assessments in the setting where the job is performed. This can include observations, formal or informal measures, and should be practical. Information gathered through a functional vocational assessment can be used to refine educational experiences, courses of study, and employment activities/strategies in the statement of needed transition services. Teachers should conduct ongoing comprehensive, ageappropriate transition assessment, including functional vocational evaluation.

Complete a Career-Vocational interest/aptitude survey

Complete an intensive, off-site functional vocational evaluation

Complete non-verbal picture career interest inventory

Complete the Armed Services Vocational Aptitude Battery (ASVAB)

Produce observable work samples

Other (Provide description)

#### Instruction

Instruction is a formal or informal imparting of knowledge or skills that a student needs to receive in specific areas to complete needed courses, succeed in the general curriculum and gain needed skills.

Access tutoring services in school or through a private agency

Apply for a Big Brother/Big Sister to help with homework and mentoring

Apply for and take ACT/SAT test (modified, if appropriate)

Complete a learning styles inventory to identify preferred learning methods

Complete academic assessments to determine academic strengths and needs

Complete college entrance exam

Contact college for entrance exam schedule

Demonstrate financial literacy

Demonstrate money skills

Demonstrate responsible decision-making in the classroom

Demonstrate time management skills

Determine appropriate use and implementation of assistive technology

Enroll in a college-prep program

Enroll in a SAT/ACT prep course

Enroll in a skills certificate program

Enroll in a tech-prep program

Enroll in a work-based experience

Enroll in a youth apprenticeship program

Enroll in a Youth Options course

Enroll in an independent living course

Enroll in career and vocational education/vocational English

Enroll in parenting classes

Get instructional support with driver's education course

Investigate graduation status and follow-up

Practice positive and proactive communication skills in the classroom

Practice positive interpersonal social skills in the classroom

Practice self-advocacy and self-determination skills in the general education classroom

Review entrance exam results

Schedule appointment to take college entrance exam

Take a CPR/First Aid course

Take a GED pre-test (if appropriate)

Take courses in foods, family life, child development, and babysitting

Other (Provide description)

### Other Post School Adult Living Objectives

Adult living skills are generally those activities that are done occasionally such as registering to vote, filing taxes, obtaining a driver's license, renting or buying a home, accessing medical services, obtaining and filing for insurance, planning for retirement, and accessing adult services such as Social Security.

Access Benefits Counseling

Access health or social work services

Apply at adult support agencies

Apply for a mentor through a local, non-profit agency for counseling of substance abuse and delinquency

Apply for consumer education on home buying and informed decision-making

Apply for credit cards and manage personal debt

Apply for disability card for reduced fees with public transportation

Apply for eligibility with state transportation program

Apply for eligibility with the state division of Mental Health Services

Apply for financial assistance to access post secondary training/learning options

Apply for housing assistance (HUD)

Apply for post secondary educational options

Apply for post-secondary housing

Apply for Supplemental Security Income (SSI) from the Social Security Administration (SSA)

Collect information regarding desired postsecondary educational involvement

Collect information regarding desired residential life beyond high school and a residential postsecondary education setting

Contact college/tech school to arrange for class interpreters

Contact the state Commission for the Blind and Visually Impaired to obtain training on independent living

Cost compare for household items

Demonstrate ability to locate and complete information for grants, loans, scholarships

Demonstrate ability to schedule and follow through on college/tech school visits

Demonstrate knowledge of Section 504 of the Rehabilitation Act and Americans with Disabilities Act

Demonstrate self awareness

Demonstrate self confidence

Develop a list of people, phone numbers, etc., who can be resources to you once you leave school and determine where to keep the list

Develop Crisis Management skills

Enroll in a delinquency prevention program

Enroll in Adult/Continuing Education courses

Enroll in Community College courses

Explore admission requirements for possible part-time enrollment at a Vocational/Technical School

Explore city/county transportation options

Explore guardianship issues and estate planning

Explore insurance issues and needs

Explore post-secondary areas of interest

Get instructional support to obtain a driver's license

Identify and visit community mental health agencies

Identify possible sources of support for coping with difficult life situations

Identify post-secondary housing options

Identify potential providers of recreation options: Rec Plex, YMCA, Midwest Therapeutic Riding, Boys and Girls Club, etc.

Interview and select an adult provider

Investigate local insurance companies for automobile and rental or homeowner's insurance

Join the local YMCA, YWCA, health club, or community recreation center

Learn about consumer skills, rights, and responsibilities

Learn about expectations for eating in restaurants

Learn about managing/maintaining/performing simple repairs on a home and obtaining modifications/accommodations

Learn about meeting locations, dates, and times for support groups such as Alcoholics Anonymous, Narcotics Anonymous, etc.

Learn how to use public transportation

Line up audio logical services for post school

Make linkages to adult agencies or providers

Meet with a potential landlord

Meet with a social worker to discuss interpersonal skill development

Negotiate car purchases, etc.

Obtain a bank ATM card

Obtain assistance on management of financial resources and legal issues

Obtain assistance to complete a tax return

Obtain information about financial planning and investing

Obtain information on continuing and adult education opportunities

Obtain information on managing personal health and fitness

Obtain, complete, and submit applications for tuition assistance programs

Obtain, complete, and submit applications to colleges of choice

Open a bank account and manage finances/budgets/bills

Open a checking/savings account

Plan for accessing post secondary education that matches identified career choice

Plan for vacation/leisure activities

Practice the process for accessing apartments for rent

Prepare an initial housing budget

Register for selective service and learn about public service obligations and opportunities

Register to vote and learn about the election process

Rehabilitation counseling

Research college scholarship opportunities

Schedule an appointment for support from WIC—Women, Infants, and Children program

Sign up for utilities

Visit a bank to discuss a car or school loan

Visit adult service providers in the community

Visit college campuses and meet with student support services

Visit/tour a variety of adult housing options with supports

Write an introductory letter to the disability services counselor at a postsecondary school of interest

Other (Provide description)

### **Related Services**

Related services consider the current and projected related service needs of the student. This area of transition services is not for specifying the needed related services for the next school year. Related services for the coming school year should be addressed in another section of the IEP. Rather, this context of related services has to do with determining if the related service needs will continue beyond school. If so, the IEP should identify who or what agency might provide those services, help identify how the student and parent can access those services and connect the student and parent to whoever will provide those services before the student leaves the school system. This type of planning, discussion, and identification of activities/strategies should help make the move from the school's services to an adult service provider as seamless as possible for students and families.

Access orientation and mobility services

Apply for a mentor through a local, non-profit agency

Complete an assistive technology evaluation

Contact Benefits Counseling Provider

Engage in conversations using an augmentative communication device

Identify potential post school providers of recreation therapy or occupational therapy and potential funding sources

Identify potential post school providers of related services and funding sources

Initiate meetings to transition from child to adult mental health care

Learn about potential post school providers of speech therapy

Modify vehicle — explore options for modified transportation

Obtain a driving capability assessment

Obtain new equipment

Visit potential post school providers of physical therapy

Other (Provide description)