

**IEP Transition Checklist
(Indicator 13)**

Please reference the IEP Handbook for detailed suggestions.

Page 2 - PLP:

- Student's voice to include post-secondary goals, strengths, interests and preferences
- Transition Assessments (a minimum total of three formal and/or informal)
- Student generated power point presentation as appropriate (attach to back of IEP)

Page (9) - Transition Services Plan - Part I:

Anticipated Transition Results

- Reflect the student's interests and desires for life after exiting school services
- Statement that the IEP Team has determined outside agency is:**
 - Not likely to need assistance of outside agency to reach post-secondary goals, OR
 - Not needed at this time, OR
 - Involvement is likely or necessary

Course of Study:

- Courses are listed that focus on improving the academic achievement and functional performance of the student to facilitate movement from school to post-school activities (*i.e., Technical training, MTC, foreign language, Algebra, Keyboarding, English, Agriculture, etc.*)

Diploma Options

- Diploma option box marked
- Projected graduation date reflects when the student will exit school services

- Post-secondary Outcomes** (at minimum, one box is checked under each category)

Page (10) - Transition Services Plan – Pt. II:

Transition Goals:

- Written in measurable terms (*how the goal will be measured, including expected completion date*)
- Goals related to student interests for career/technical/vocational
- Goals developed to assist student with moving toward completion of secondary goals
- Goals directly related to student interests, preferences, and vocational assessments
- Functional living if appropriate
- Post-secondary goals based upon age-appropriate transition and assessment results
- Post-secondary goals written to reflect future - "Within six months of exiting school services,"

Transition Activities:

- Transition activities from the transition portfolio and based on student's goals
(Note: These activities should be recorded in the portfolio)
- Evidence of coordinated activities (**more than the student and case manager are identified**)
- Age of majority box checked, dated and letter attached at age 16
- Age of Majority box checked and date signed for students 17 and older

Invitation letters:

- Student (age 13 and older **MUST** be invited) Parent if student under age 18
- Transition services box is checked on letters
- Parental and/or student (if 18) permission to invite outside agency box **MUST** be checked
- Agency name **MUST** be listed
- Outside agency **MUST** be attached if appropriate

Seniors or Exiting Students

- 90.11 - Change of Placement Letter for standard/advanced diplomas
- Summary of Performance completed prior to exiting services