

# Transition Mapping

(Manzano High School ISP Program Revised 6/23/05)

## Goal

### 8<sup>th</sup> Grade Year

## Responsible party

|   |                            |
|---|----------------------------|
| Prepare a transition statement (prior to age 14)              | IEP Comm. / Trans. Spec.   |
| Prepare and distribute Parent Notebook                        | Social Worker              |
| Family and Freshman tour high school                          | Department Chair           |
| Planting "Seeds of Responsibility"                            | Dep't. Chr. / Trans. Comm. |
| Prepare class lists (including Freshmen) by May when possible | Department Chair           |
| MHS receiving Teacher observes at mid school when possible    | Department Chair           |
| MHS to attend the Progression IEP                             | Department Chair           |

### Freshman Year

|   |                                 |
|---|---------------------------------|
| Begin use of Daily Planner (notebooks no longer used) | Student / Parent / Teacher      |
| Attend FAMILY NIGHT (Open House)                      | Student / Parent / Staff        |
| Attend Transition Fair                                | Student / Parent / Teacher      |
| Complete D.D. Waiver application                      | Parent / Social Worker          |
| Apply for SSI (if eligible)                           | Parent / Social Worker          |
| Arrange for Vocational Assessment Portfolio           | Transition Specialist           |
| Begin campus familiarization                          | Sponsor Teacher                 |
| Begin community familiarization                       | Sponsor teacher / Support Staff |
| Maintain IEP document in Parent notebook              | Parent                          |
| Prepare Class Lists by May when possible              | Department Chair                |

### School year when student turns 16

|  |                            |
|--|----------------------------|
| Use Daily Planner  | Student / Parent / Teacher |
| Attend FAMILY NIGHT (Open House)   | Parent / Student / staff   |
| Attend Transition Fair   | Student / Parent           |
| Review previous year's milestones and complete as needed   | ALL                        |
| Obtain State Identification Card (required for Transition Class)                                     | Parent and Student         |
| Develop attainable goals for student<br>(appropriate job skills, living skills for post high school) | IEP Committee              |
| Develop Transition Plan  | Trans. Spec./ IEP team     |
| Maintain IEP and TOP in Parent Notebook  | Parent                     |
| Increase campus independence   | Sponsor Teacher            |
| Increase community independence  | Sponsor Teacher            |
| Apply for Sun Van Certification (required for Transition Class)                                      | Parent / Teacher           |
| Prepare class lists by May when possible   | Department Chair           |

**School year when student turns 18**

|  |                          |
|--|--------------------------|
| Use Daily Planner  | Student / Parent / Staff |
| Attend FAMILY NIGHT (Open House)                         | Student / Parent / Staff |
| Attend Transition Fair                                   | Student / Parent         |
| Attend 18 year old presentation                          | Parent / Social Worker   |
| Review previous year's milestones and complete as needed | ALL                      |
| Apply for SSI (if applicable)                            | Parent / Social Worker   |
| Update Vocational Assessment Portfolio as needed         | Teacher / Trans. Spec.   |
| Maintain IEP and TOP in document in Parent Notebook      | Parent                   |
| Prepare class lists by May when possible                 | Department Chair         |

**Last Year at MHS  
(due to transition to C-TAP)**

|  |   |
|--|---|
| Use Daily Planner  | Student / Parent / Staff                      |
| Attend FAMILY NIGHT (Presentation by CTAP)               | Student / Parent / CTAP                       |
| Attend Transition Fair <b><u>MANDATORY</u></b>           | Student / Parent                              |
| Review previous year's milestones and complete as needed | ALL   |
| Obtain checking account (in student's name)              | Parent / Student / Soc. Worker                |
| Tour CESS / CTAP during first semester                   | <u>Parent</u> / MHS / CTAP                    |
| Develop resume with student                              | Sponsor Teacher                               |
| Tour CESS / CTAP second semester                         | <u>Students</u> / MHS / CTAP                  |
| Additional student visits to CTAP (as needed)            | Teacher / parent / others as needed           |
| Attend Senior Transition IEP                             | Student / Parent / MHS / CTAP/ DD Waiver team |

**Last Year at MHS  
(due to graduation)**

|  |  |
|--|--|
| Use Daily Planner  | Student / Parent / Staff   |
| Attend FAMILY NIGHT (Open House)                         | Student / Parent / CTAP  |
| Attend Transition Fair <b><u>MANDATORY</u></b>           | Student / Parent   |
| Attend Senior IEP by October 31                          | Entire team including DD Waiver providers                                      |
| Review previous year's milestones and complete as needed | ALL  |
| Obtain checking account (in student's name)              | Parent / Student / Soc. Worker   |
| Tour community vocational / habilitation providers       | Parent / Student (when practical / possible)                                   |
| Complete FOC form by December (if applicable)            | Parent and Case Manager (if applicable)  |
| Develop resume with student by January                   | Sponsor Teacher  |
| Meeting with new service provider in January             | Parent, Sponsor Teacher, DDW Case Mgr.,<br>new provider, Transition Specialist |
| Visits / crossover training for exiting student          | Student / teacher / parent / DDWaiver team                                     |