

**NAME**

**DATE**

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**CCSD Exceptional Programs Transition Project Succeed**  
**High School Transition Planning Timeline**

***Date & Initials***

***Freshman Checklist – part 1***

Aug. \_\_\_\_\_ Orientation of student (by age 14) and family to Transition Services. Place documentation in *Personal Information* section.

Aug. \_\_\_\_\_ Complete the Personal Information Form and place it in the *Personal Information* section of your transition portfolio.

Aug. \_\_\_\_\_ Review your Individual Education Plan and put a copy of your goals and benchmarks in your portfolio (*Academic* section)

Aug. \_\_\_\_\_ Review the schools attendance policy and place a copy of it in the *Academic* section of your portfolio.

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Sept. \_\_\_\_\_ Review previous year's state and district mandated test scores. Record the scores in your portfolio. (*Academic*)

Sept. \_\_\_\_\_ Participate in *Personal Interest Surveys*. Keep the results in the *Personal* section of your portfolio.

Sept. \_\_\_\_\_ Participate in career and occupational orientation and exploration. Gather information about specific jobs and career interests and the skills and coursework required for each. (*Career* section)

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Oct. \_\_\_\_\_ Fill out a personal *Career Interest Survey* and record your Career Cluster interests in your portfolio. (*Career* section)

Oct. \_\_\_\_\_ Write, discuss or illustrate your "Life Vision" and "Goals for the Future" (*Personal* section)

Oct. \_\_\_\_\_ Review your IEP *Goals progress report* and keep a copy of it in your portfolio (*Academic* section)

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Nov. \_\_\_\_\_ Identify personal strengths and weaknesses or challenges (physical, cognitive, emotional, behavioral). Place in the *Personal* section.

Nov. \_\_\_\_\_ Participate in a discussion or information gathering about *Special Education & Exceptionalities*.

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Dec. \_\_\_\_\_ Identify extra-curricular and community activities to participate in. Record at least three activities that you have participated in or are interested in finding out more about. Keep the list in the *Community /Life Skills* section.

**Date & Initials**

**Freshman Checklist – part 2**

Jan. \_\_\_\_\_ Use the library, internet, and guidance materials to access information about post-secondary training schools and other institutions. List at least three institutions and request information from them. Keep your list in the *Academic* section of your portfolio.

Jan \_\_\_\_\_ Review your IEP *goals progress report*. Keep a copy of the report in the *Academic* section of your portfolio.

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Feb. \_\_\_\_\_ Develop a continued four-year academic program and identify possible courses of study. Review Diploma Pathway requirements, and possible goals for your Individual Education Plan. Keep this information in the *Academic* section of your portfolio.

Feb. \_\_\_\_\_ Develop a basic resume. Save a copy of it in the *Vocational* section of your portfolio.

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Mar. \_\_\_\_\_ Develop a *Cover Letter* to submit to the Office of Dine Youth or other place of employment. Keep a copy of it in the *Vocational* section.

Mar. \_\_\_\_\_ Visit your guidance counselor to review current credits and needed coursework for next year. Get a copy of your current transcript for the *Academic* section. Have the counselor sign at the bottom of this checklist.

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Apr. \_\_\_\_\_ Review your *Goals /Objectives progress report* and keep a copy of it in your portfolio (*Academic* section)

Apr. \_\_\_\_\_ Fill out a sample application for employment. Keep a copy of it in the *Vocational* section of your portfolio.

Apr. \_\_\_\_\_ Read about and /or discuss how to interview for a job. Practice getting interviewed and interviewing someone else. Have the interviewer initial and date your checklist and keep a copy of sample interview questions in the *Vocational* section of your portfolio.

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May \_\_\_\_\_ Record current assessment and achievement scores in *Academic* section

May \_\_\_\_\_ Explore summer job opportunities, community projects, etc.

**Obtain signatures after completion of activities (Current school year)**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Case Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Transition Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_