

NAME

DATE

CCSD Exceptional Programs Transition Project Succeed
High School Transition Planning Timeline

Date & Initials

Senior Checklist – part 1

- Aug. _____ Review assessment / achievement data, GPA, and transcripts from the previous year. Keep a record of the data in your portfolio (*Academic* section)
- Aug. _____ Review your *Individual Education Plan* goals, benchmarks, and transition plan. Keep a current copy of them in your portfolio. Write a statement about your current levels of performance for each goal and keep it in your portfolio. Bring your portfolio to your next IEP meeting and plan on how you will direct the meeting.
- Aug. _____ Determine whether you are on schedule to graduate with a diploma at the end of the school year and if your coursework supports your future goals **or** if you plan to continue working on graduation requirements and/or transition plan during the following school year.
- Aug. _____ Review school attendance policy and learn how absences might affect grades/credits. **Student signature** _____

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- Sept. _____ Update your vocational profile regularly. Keep a copy of it in your portfolio (*Vocational* section) and on a floppy disk.
- Sept. _____ Follow-up with DVR and Workforce applications.
- Sept. _____ Continue to support your career or employment skills and goals by through work experience, work study, or other experiences.
- Sept. _____ Apply to post-secondary schools, training facilities, and other appropriate institutions. Seek and apply for scholarships. Keep copies of applications in your portfolio.
- Sept. _____ Write essay's needed for entrance into colleges or other institutions.
- Sept. _____ Take or re-take college entrance and military exams if appropriate. Record your scores in your portfolio.

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- Oct. _____ Attend a *Financial Aid Workshop* if necessary. Fill out and submit the FAFSA and other financial aid forms (see guidance counselor).
- Oct. _____ Review your planner and portfolio often and keep them up to date.
- Oct. _____ Schedule a day and time to take college placement tests.
- Oct. _____ Review your *Goals progress report* and keep a copy of it in your portfolio.

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- Nov. _____ Obtain Drivers License if and when appropriate.
- Nov. _____ Register to vote (age 18). Register for the draft if appropriate (males age 18).

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- Dec. _____ Discuss the self-advocacy and other skills needed to succeed in college or other post-secondary training and living situations.

Date & Initials

Senior Checklist – part 2

Jan. _____ Attend an advising session with your guidance counselor to insure that all requirements will be met for graduation. Have your counselor sign at the bottom of this page. If you are staying in high school for transition opportunities, discuss school program options with your guidance counselor.

Jan. _____ Review your *Goals progress report* and keep a copy of it in your portfolio.

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Feb. _____ Research independent, community, or assisted living situations. Fill out an information form about your findings and keep it in your portfolio.

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Mar. _____ Develop a *Senior Portfolio* to include your vocational profile, resume, letters of reference, work and employment skills experience documentation, business card, samples or pictures of work and community experiences, ACT, SAT, ASVAB and placement test scores, and other important documentation about your experiences and accomplishments.

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Apr. _____ Attend a job fair.

Apr. _____ Visit post-secondary institutions that may attend.

Apr. _____ Visit and submit letters of interest, resume, and application to potential employers. Locate and speak with various employment service agencies.

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May _____ Complete your *Senior Portfolio* and it to staff members, parents, and other students. Place a copy of your high school diploma and final transcripts in your portfolio when they are available.

May _____ Complete transition and linkages to employment, further education or training. Affirm that arrangements are in place for: housing or community living, recreation and leisure, medical and other health, counseling, financial, transportation, legal or advocacy.

May _____ If you are staying in school to for transition opportunities, visit with your case manager to discuss your school programming for the next school year.

Obtain signatures after completion of activities (Current school year)

Student Signature _____ Date _____

Case Manager Signature _____ Date _____

Guidance Counselor Signature _____ Date _____

Transition Counselor Signature _____ Date _____

Comments: _____