

**NAME**

**DATE**

**CCSD Exceptional Programs Transition Project Succeed**

**High School Transition Planning Timeline**

***Date & Initials***

***Sophomore Checklist – part 1***

- Aug. \_\_\_\_\_ Review standardized and other assessment / achievement data, grade point average and school transcripts. Record this data in the *Academic* section of your portfolio. Review diploma pathway requirements.
- Aug. \_\_\_\_\_ Review your current IEP Goals and Benchmarks. Write a statement about your present levels of performance and progress. Keep these in your portfolio (*Academic* section) and bring them to your next IEP Annual Review.
- Aug. \_\_\_\_\_ Develop a *Statement of Transition Needs* (by age 16) for the *Academic* section of your portfolio. Include your needs, interests and preferences for academics, self advocacy, career, employment, post-secondary education or training, adult living, recreation and leisure, and which agencies will need to be contacted. Bring your portfolio to your next IEP Annual Review.

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- Sept. \_\_\_\_\_ List extra-curricular and community or volunteer activities that you have participated in and *Life Skills* that you have learned, or wish to learn. Place this information in the *Community / Life Skills* section.
- Sept. \_\_\_\_\_ Participate in *Learning Style* inventories or discussions (*Academic* section).
- Sept. \_\_\_\_\_ Record your academic strengths and weaknesses in your portfolio. Investigate or participate in a discussion about *learning strategies*. (*Academic* section)
- Sept. \_\_\_\_\_ Participate *Personality* inventories. Keep the results and information in the *Personal* section of your portfolio.
- Sept. \_\_\_\_\_ Refine or revise *Career Interest Cluster* and *Post-Secondary* goals. Update this information in the *Career* section of your portfolio.

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- Oct. \_\_\_\_\_ Learn the job expectations, skill requirements, and training requirements of selected career interests. Keep this information in the *Career* section.
- Oct. \_\_\_\_\_ Review your *Goals progress report* and keep a copy in the *Academic* section.

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- Nov. \_\_\_\_\_ Continue to explore post-secondary options by viewing catalogs, websites, and other resources. Request information from three institutions and list these institutions in the *Career* section of your portfolio.
- Nov. \_\_\_\_\_ Participate in *Employability Skills* training, research, or discussions. Record your findings in the *Vocational* section of your portfolio.

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- Dec. \_\_\_\_\_ Fill out a pre-job shadow questionnaire (*Vocational* section).
- Dec. \_\_\_\_\_ Identify *Job Shadow* possibilities according to your career and employment interests. Identify who to make contact with to set up an appointment and discuss any transportation needs with your case manager or transition counselor. Record appointments in your planner and portfolio.

**Date & Initials**

**Sophomore Checklist – part 2**

Jan. \_\_\_\_\_ Record the dates for registering and taking the *college entrance examinations*: PSAT; SAT ; ACT and the *military examination*: ASVAB. Locate the study materials for these examinations. Record information in the *Academic* section.

Jan. \_\_\_\_\_ Place the following work related documents or copies in the *Personal* section:  
\_\_\_\_ social security card  
\_\_\_\_ birth certificate  
\_\_\_\_ identification card  
\_\_\_\_ Certificate of Indian Blood  
\_\_\_\_ enrollment in a Chapter House  
\_\_\_\_ income verification for your family  
\_\_\_\_ updated documentation of your disability

Jan. \_\_\_\_\_ Review your *Goals progress report* place a copy in the *Academic* section.

Jan. \_\_\_\_\_ Share information about “*Guardianship*” with your parents or guardian.

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Feb. \_\_\_\_\_ Write a new *Cover Letter*. Fill out a new sample job application with updated information. Save both of these in the *Vocational* section of your portfolio.

Feb. \_\_\_\_\_ Register with Workforce. Record appointment dates in your planner. Keep a copy of registration and application materials in the *Vocational* section.

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Mar. \_\_\_\_\_ Visit the local *Technical Education Center*. Gather information and place it in the *Career* section of your portfolio.

Mar. \_\_\_\_\_ Visit your guidance counselor for advising. Register for classes that address post-secondary goals and needs. Apply to the Technical Education Center (TEC) if appropriate. Have your guidance counselor sign at the bottom of this page after advisement.

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Apr. \_\_\_\_\_ Participate in a practice job interview. Have the interviewer initial this section.

Apr. \_\_\_\_\_ Revise and update resume. Keep a copy of it in the *Vocational* section.

Apr. \_\_\_\_\_ Review your *Goals progress report* and keep a copy of it in your portfolio.

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May \_\_\_\_\_ Fill out *Job Shadow* survey information if appropriate. (*Career* section)

May \_\_\_\_\_ List job search techniques and strategies in the *Vocational* section.

May \_\_\_\_\_ Visit employers and fill out applications for possible summer jobs.

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

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

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

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

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