

# Transition Planning Guide

## Navigate Life's Major Milestones with Confidence and Clarity

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### School Transitions

#### Overview

Every school transition is an opportunity for growth. With proper planning, these milestones become stepping stones to greater independence and success.

#### Preschool to Elementary School

##### Timeline Checklist

###### 6-12 Months Before:

- ☐ Tour potential schools
- ☐ Meet with special education team
- ☐ Review current IEP/504 plan
- ☐ Research school programs
- ☐ Connect with other parents
- ☐ Observe classroom settings

###### 3-6 Months Before:

- ☐ Register for school
- ☐ Schedule transition IEP meeting
- ☐ Arrange classroom visit for child
- ☐ Meet receiving teacher
- ☐ Develop transition plan
- ☐ Address transportation needs

###### 1-3 Months Before:

- ☐ Create social story about new school
- ☐ Practice school routine at home
- ☐ Set up communication system
- ☐ Prepare emergency care plan
- ☐ Order supplies and equipment
- ☐ Schedule therapy services

**Tip:** Take photos during school visits to create a visual schedule helping your child prepare for the transition.

#### Elementary to Middle School

##### Key Transition Challenges & Solutions

| Challenge         | Solution Strategy                 |
|-------------------|-----------------------------------|
| Multiple teachers | Create teacher introduction cards |
| Class changes     | Practice with school map          |
| Locker use        | Practice combination at home      |
| Organization      | Color-code by subject             |
|                   |                                   |

| Social complexity Challenge | Role-play scenarios Solution Strategy |
|-----------------------------|---------------------------------------|
| Independence                | Build self-advocacy skills            |

ⓘ **Success Indicator:** Student can navigate schedule independently and knows how to ask for help when needed.

### ⓘ Middle to High School

#### Four-Year Planning Roadmap

##### ⓘ 9th Grade - Foundation

- Explore interests through electives
- Join clubs or activities
- Establish study habits
- Build support network

##### ⓘ 10th Grade - Exploration

- Take career assessments
- Continue skill building
- Consider honors/AP readiness
- Explore summer programs

##### ⓘ 11th Grade - Preparation

- College/career exploration
- SAT/ACT prep (with accommodations)
- Job shadowing
- Leadership opportunities

##### ⓘ 12th Grade - Launch

- Complete applications
- Finalize transition plans
- Connect with disability services
- Celebrate achievements

## ⓘ Adult Services Transition

#### Age-Based Planning Guide

##### ⓘ Age 14-16: Early Planning Phase

##### Assessment Checklist

- ☐ Complete interest inventories
- ☐ Conduct vocational assessments
- ☐ Identify strengths and challenges
- ☐ Explore career clusters
- ☐ Begin self-advocacy training
- ☐ Start person-centered planning

##### Goal Setting Areas

##### Post-Secondary Education:

- College options
- Trade schools
- Certificate programs
- Continuing education

##### Employment:

- Career interests
- Job skills needed
- Work experiences
- Internship opportunities

⚠ **Important:** Transition planning **MUST** begin by age 16 per IDEA, but starting at 14 gives you a crucial head start.

##### ⓘ Age 16-18: Active Preparation

##### Service Connections Timeline

| Age  | Action Items                        | Key Contacts      |
|------|-------------------------------------|-------------------|
| 16   | Apply for Vocational Rehabilitation | ☒ State VR Office |
| 17   | Register with DD Services           | ☒ State DD Agency |
| 17.5 | Apply for Medicaid Waivers          | ☒ Medicaid Office |
| 18   | Obtain state ID/license             | ☒ DMV             |
| 18   | Register to vote                    | ☒ vote.gov        |

Essential Skills Development

☒ Daily Living Skills:

- ☐ Meal planning & preparation
- ☐ Laundry & cleaning
- ☐ Personal hygiene routine
- ☐ Medication management
- ☐ Home safety

☒ Financial Skills:

- ☐ Banking basics
- ☐ Budgeting
- ☐ Shopping skills
- ☐ Understanding bills
- ☐ Saving strategies

☒ Transportation Skills:

- ☐ Public transit training
- ☐ Travel safety
- ☐ Route planning
- ☐ Alternative options
- ☐ Emergency procedures

☒ Age 18-21: Implementation Phase

Legal Considerations at 18

☒ Critical Decision: At 18, your child becomes a legal adult. Plan NOW for:

Decision-Making Options:

| Option                    | Best For                  | Considerations         |
|---------------------------|---------------------------|------------------------|
| Full Independence         | Capable of all decisions  | No intervention needed |
| Supported Decision-Making | Needs some support        | Maintains rights       |
| Power of Attorney         | Specific areas of help    | Limited scope          |
| Guardianship              | Significant support needs | Restricts rights       |

Program Participation Options

Transition Programs (18-21):

- Extended school services
- Community-based instruction
- Work experience programs
- Life skills training
- College preparation programs

☒ Success Indicator: Young adult can identify their support needs and knows how to access help.

# ☒ Employment Preparation

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## Career Exploration Framework

### ☒ Assessment Tools

#### Interest & Aptitude:

- O\*NET Interest Profiler
- Career Clusters Inventory
- Holland Code Assessment
- Multiple Intelligence Survey

#### Hands-On Exploration:

- Job shadowing (2-3 days)
- Internships (semester-long)
- Volunteer work
- Summer employment
- Work-study programs

### ☒ Job Search Process

## Resume Development Strategy

#### Essential Sections:

1. **Contact Information** - Professional email
2. **Objective** - Clear, specific goal
3. **Skills** - Relevant abilities
4. **Experience** - Including volunteer work
5. **Education** - Include relevant coursework
6. **Accommodations** - Only if choosing to disclose

☒ **Tip:** Create multiple resume versions for different job types. Keep each to one page.

## Interview Preparation Checklist

#### Two Weeks Before:

- ☐ Research company thoroughly
- ☐ Practice common questions
- ☐ Prepare disclosure decision
- ☐ Plan transportation route
- ☐ Choose professional outfit

#### Day Before:

- ☐ Review job description
- ☐ Prepare questions to ask
- ☐ Print resume copies
- ☐ Confirm time/location
- ☐ Get good rest

#### Day Of:

- ☐ Arrive 15 minutes early
- ☐ Bring portfolio/work samples
- ☐ Turn off phone
- ☐ Use positive body language
- ☐ Send thank-you within 24 hours

### ☒ Workplace Success Strategies

## First Month Action Plan

#### Week 1: Orientation

- Learn workplace culture
- Meet team members
- Understand expectations
- Set up workspace
- Establish routines

#### Week 2-3: Integration

- Build relationships
- Ask questions

- Take notes
- Practice skills
- Seek feedback

Week 4: Evaluation

- Self-assess progress
- Meet with supervisor
- Adjust strategies
- Plan next month
- Celebrate successes

## 📄 Service Coordination

### Medical Transition Checklist

📄 Healthcare Transfer (Age 18-21)

Finding Adult Providers:

- ☐ Get referrals from pediatric team
- ☐ Verify insurance acceptance
- ☐ Schedule meet-and-greet appointments
- ☐ Transfer medical records
- ☐ Update medication prescriptions

Documents to Transfer:

- Medical history summary
- Current medication list
- Allergy information
- Recent test results
- Specialist reports
- Emergency care plan

⚠️ **Important:** Start searching for adult providers at least 1 year before aging out of pediatric care.

📄 Financial Planning Essentials

Benefits & Support

| Benefit      | Age to Apply | Key Requirements                |
|--------------|--------------|---------------------------------|
| SSI          | Any age      | Disability + financial need     |
| SSDI         | 18+          | Work history or parent's record |
| Medicaid     | Any age      | Income limits                   |
| ABLE Account | Any age      | Disability before 26            |
| Food Stamps  | 18+          | Income limits                   |

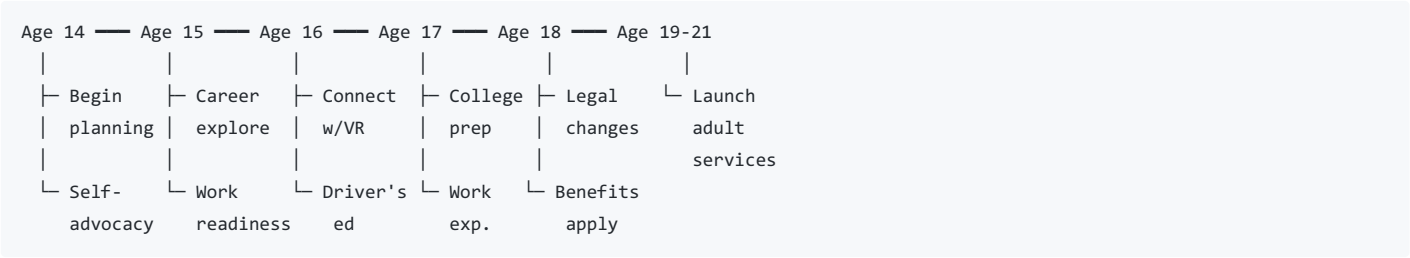
📄 Legal & Administrative Tasks

Essential Documents Checklist:

- ☐ Birth certificate (certified copy)
- ☐ Social Security card
- ☐ State ID or driver's license
- ☐ Voter registration
- ☐ Selective Service (if applicable)
- ☐ Insurance cards
- ☐ Bank account
- ☐ HIPAA releases
- ☐ Power of attorney (if needed)

## 📄 Timeline Templates

# High School Transition Master Timeline



## 📅 Monthly Planning Template

Use this each month to stay on track:

| Week | Focus Area  | Action Items          | Complete?                |
|------|-------------|-----------------------|--------------------------|
| 1    | Education   | IEP goals review      | <input type="checkbox"/> |
| 2    | Life Skills | Practice target skill | <input type="checkbox"/> |
| 3    | Social      | Community activity    | <input type="checkbox"/> |
| 4    | Planning    | Next month prep       | <input type="checkbox"/> |

## 📁 Resources & Support

### Key Agency Contacts

#### Federal Resources:

- **Social Security** | 📞 1-800-772-1213 | 🌐 ssa.gov
- **Dept of Labor** | 📞 1-866-487-2365 | 🌐 dol.gov
- **Job Corps** | 📞 1-800-733-5627 | 🌐 jobcorps.gov

#### State Services:

- **Vocational Rehabilitation** | 📞 [Your state VR]
- **DD Services** | 📞 [Your state DD agency]
- **Independent Living Centers** | 🌐 ilru.org

## 📁 Documentation Organizer

Create a Transition Binder with These Sections:

### 1. Educational Records

- All IEPs
- Evaluations
- Transcripts
- Diplomas/Certificates

### 2. Medical Records

- Diagnosis documentation
- Current providers
- Medications
- Insurance

### 3. Employment

- Resume
- References
- Work samples
- Certifications

### 4. Benefits

- SSI/SSDI
- Medicaid
- Waivers
- ABLE account

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## ⚡ Quick Reference Guide

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### Transition Planning Checklist by Age

#### 📅 Age 14-15:

- ☐ Start transition discussions
- ☐ Explore interests
- ☐ Build self-advocacy

#### 📅 Age 16-17:

- ☐ Connect with adult agencies
- ☐ Gain work experience
- ☐ Develop life skills

#### 📅 Age 18:

- ☐ Address legal changes
- ☐ Apply for benefits
- ☐ Register to vote

#### 📅 Age 19-21:

- ☐ Finalize adult services
- ☐ Complete education/training
- ☐ Launch into adulthood

### 📊 Success Indicators by Domain

**Education:** Progressing toward diploma/certificate **Employment:** Has work experience/job offers **Independent Living:** Can manage daily activities **Community:** Engaged in social activities **Self-Determination:** Makes own decisions

### Critical Transition Phrases

#### For IEP Meetings:

- *"How will this prepare them for adult life?"*
- *"What post-school outcomes are we targeting?"*
- *"How does this align with their transition goals?"*

#### For Agency Meetings:

- *"What services will be available after school?"*
- *"What's the eligibility process?"*
- *"How long is the waiting list?"*

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**Document Version:** 2.0 | **Last Updated:** January 2025 | **Next Review:** April 2025

📌 **Remember:** Transition is a marathon, not a sprint. Every small step forward is progress toward independence and a fulfilling adult life.