

# VR TRANSITION YOUTH TEAM START OF SCHOOL YEAR CHECKLIST

## ○ WELCOME BACK COMMUNICATION WITH SCHOOL PERSONNEL

Who: Transition Youth Team (VR and VABIR), Special Education Director, Special Education, Case Manager, Teachers, School Guidance Counselor, General Education Teachers, Principal, Work-based Learning Coordinator.

Purpose:

- Review VR and enhanced LLC services.
- Review role of the Transition Youth Team Members e.g., LLC Career Consultant (CC), VR Transition Counselor (TC), LLC Youth Employment Specialist (LLC YES), VR Youth Employment Specialist (VR YES), Assistive Technology Specialist (ATS) – (Chart of Roles).
- Review purpose and benefit of Core Transition Team and plan for the year.
- Discuss previous school year experience: What worked and what did not?

## ○ IDENTIFY YOUR SCHOOL POINT OF CONTACT

Who: VR Transition Counselor and/or LLC Career Consultant.

Purpose:

- Identify the person with which you will have regular contact to share progress/updates on VR students.

## ○ DETERMINE SCHOOL ON-SITE SCHEDULE TO MEET WITH STUDENTS

Who: VR Transition Counselor and/or LLC Career Consultant and school point of contact person.

Purpose:

- Identify school staff who will be assisting with scheduling/locating students for VR meetings and activities.
- Determine any school clearance/background checks that are needed.
- Identify “space” in school for meeting with students.
- Identify how to access school’s wi-fi.
- Determine how team will be informed of school cancelations, etc.

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## ○ DETERMINE PROCESS FOR REVIEWING INDIVIDUAL STUDENT PROGRESS WITH SCHOOL STAFF

Who: Transition Youth Team and school personnel (This can be a full team meeting of the Youth Transition Team and school personnel or a smaller group.).

Purpose:

- Determine the frequency of individual student case reviews.
- Determine an efficient and effective process to review student cases (generally 5 - 7 minutes per student).

## ○ IDENTIFY WORK-BASED LEARNING OPPORTUNITIES

Who: Transition Youth Team and school personnel.

Purpose:

- Review students who participated in a summer WBL.
- Identify any student who has not had a WBL opportunity.
- Prioritize students for WBL during school year.
- Consult students' LLC and/or IPE plans, reports, and other information to inform WBL placements.

# LINKING LEARNING TO CAREER STAFF ONLY

## ○ CONNECT WITH AT SPECIALIST

Who: LLC CC and AT Specialist.

Purpose:

- Review LLC caseload to determine status of current AT services, and identify new potential referrals to AT.
- Connect students to AT Specialist in order to successfully participate in WBL.
- Connect AT Specialist to school staff.

## ○ CONNECT WITH POSTSECONDARY OPPORTUNITIES

Who: LLC CC and CCV Postsecondary Mentor.

Purpose:

- Determine dual enrollment course opportunities for LLC students.
- Identify other postsecondary options such as Introduction to College and Careers, CCV contracted courses, VSAC Outreach Program, College Access Day, etc.
- Schedule students for dual enrollment courses.
- Determine other postsecondary exploration opportunities for LLC students.
- Connect with postsecondary mentors (Newport, Burlington, Barre).