



TRANSITION

Services Self-Assessment Tool

Transition Self-Assessment Tool (TSAT) Action Plan

Date:		
District:	School:	Team Lead:
Team Members: <i>Team Lead, Sped Teacher, CTE Teacher, School Counselor, Administrator</i>		
The Gap in Services that Needs to Be Addressed through this Action Plan: <i>Students in our school have limited access to the specific job exploration counseling activity of "informational interviews" because this isn't something we've addressed in the past.</i>		
SMART Goal to Address Gap: <i>We will invite one business partner a month into the school for lunch sessions to share information about their business with students with a documented disability (IEP or 504 plan) during the months of January, February, March, April, and May.</i>		
Tasks to Achieve Goals:	Person(s) Responsible:	Date(s) for Completion:
<ul style="list-style-type: none"> <i>Informal Career Interest Survey of all students ages 16-21 with a documented disability (IEP or 504 plan)</i> <i>Using data from the Informal Career Interest Inventory, draft and send an informational letter inviting business participation</i> <i>Identify Dates, Times, Locations within the school for lunch sessions</i> <i>Send out confirmation emails to business to confirm participations, and times</i> <i>Draft and distribute invitation to students and families</i> <i>Draft agenda and talking points for the businesses</i> <i>Draft questions for students to ask business partners</i> <i>Remind business partners two weeks prior to their visit</i> <i>Identify a teacher to facilitate and supervise students during the informational interview</i> <i>Host informational interview</i> 	<ul style="list-style-type: none"> <i>Sped Teacher</i> <i>CTE Teacher</i> <i>Administrator</i> <i>CTE Teacher</i> <i>School Counselor</i> <i>School Counselor</i> <i>Sped Teacher</i> <i>CTE Teacher</i> <i>Team Lead</i> <i>ALL</i> 	<ul style="list-style-type: none"> <i>October</i> <i>November</i> <i>November & December</i> <i>December</i> <i>December</i> <i>December</i> <i>December</i> <i>Two weeks before visits</i> <i>December-May</i> <i>December-May</i>
Possible Roadblocks:	Strategies to Overcome Roadblocks:	

<ul style="list-style-type: none"> • Lack of Business Engagement • Stack of Student Engagement • Staff Supervision • Exposure and Advertising of the Event 	<ul style="list-style-type: none"> • CTE teacher will work with Division of Vocational Rehabilitation (DVR), Worksource, and district CTE department to identify potential business partners. • Administrator will work to identify incentives for students attending the informational sessions • Each team member commits to at least one months supervision • Team Lead organizes letters home, emails, morning announcements, social media, staff meetings, etc.
<p>Evidence that Your Goal was Met:</p>	<p>Data Sources for Evidence:</p>
<ul style="list-style-type: none"> • Student Participation • Students provide feedback on each session that they attend via an exit survey • Business feedback via an exit survey 	<ul style="list-style-type: none"> • Attendance/Sign-in Sheet tracked by the Team Lead • Exit Survey for students developed by Special Education Teacher • Exit Survey for business developed by the CTE
<p>Additional Stakeholders Needed (if needed):</p> <ul style="list-style-type: none"> • District CTE Staff • DVR • Worksource • Local Business Partners • District Communications • Family Members 	<p>Additional Supports Needed:</p> <ul style="list-style-type: none"> • Pre-ETS Workshops Coordinated by Team Lead: <ul style="list-style-type: none"> ○ Preparing for Informational Interviews ○ Non-verbal communication ○ First Impressions • Supports with Incentives (coordinated by administrator)