



## COMMUNITY TRANSITION SERVICES PLANNING GUIDE

### TOOLS for TRANSITION:

#### Student/Parent:

1. Birth Certificate/Social Security Card
2. Employment ID
3. Work Permit
4. Transportation Plan

#### School/Teacher:

1. Complete OI referral process
2. Parent Permission
3. IEP transition services

### Prepare for Employment for students exiting school in 4 – 5 years

- **Company Tours**
- **Career Planning** – Interest Inventory/Learning Assessments
- **Skills Training** – Personal responsibility/self-advocacy/goal setting

### Plan for Employment for students exiting school in 2-3 years

- **Job Shadows**
- **Skills Training**  
Job Readiness: Attitude/Communication/Teamwork/Interpersonal Social Skills  
Job Seeking: Job Search, on-line resources, networking/Resumes/Applications/Interviewing  
Job Keeping: Employer Expectations/Teamwork/Workplace Conduct/Safety
- **Work Experiences**
- **Job Coaching**
- **Connect to Division of Vocational Rehabilitation** <http://dwd.wisconsin.gov/dvr/> (2 years prior to exiting school services)

### Pursue Employment for students exiting school in 1 – 2 years

- **Job Shadows**
- **College and Workforce Development Center Tours**
- **Skills Training**  
Job Readiness: Attitude/Communication/Teamwork/Interpersonal Social Skills  
Job Seeking: Job Search, on-line resources, networking/Resumes/Applications/Interviewing  
Job Keeping: Employer Expectations/Teamwork/Workplace Conduct/Safety
- **Work Experiences**
- **Job Placement**
- **Job Coaching**
- **Benefit Analysis**
- **Guardianship Information**
- **Connect to Division of Vocational Rehabilitation** <http://dwd.wisconsin.gov/dvr/> (2 years prior to exiting school services)

For more information on **Opportunities, Inc. Community Transition Service** contact:

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