

THE TRANSITION PORTFOLIO

Mrs. Hamlett
Wright City High School
Special Education

WHAT IS A TRANSITION PORTFOLIO?

Post-secondary planning tool for educators and students with disabilities & their families that provides:

- Documentation of transition planning and outcomes
- Information to assist in goal-setting and accessing community services
- A permanent place to organize and maintain information and documents.



WHO NEEDS A TRANSITION PORTFOLIO?

- DESE does not require portfolios under Indicator 13...BUT...
- Best practice dictates that the portfolio process be completed for:
 - **Any student age 16 and older receiving special education services.**
- Why not expand the process?
 - Middle school students and/or high school students without disabilities can benefit, too!!



WHAT ARE THE BENEFITS?



- The portfolio process encourages student self-reflection and self-advocacy.
- Participation helps prepare students to meet their post-secondary goals.
- Portfolios are a useful reference on student needs and community resources.
- Portfolios provide documentation to supplement and support the information in DESE's required Form C.

PORTFOLIO CHARACTERISTICS



- Long-term, working project – Ongoing process
- Collaborative effort – Full team participation
- Permanent, but mobile – Follows the student; becomes their property upon graduation
- Individualized – Reflects the unique needs of each student

WHAT DOES IT LOOK LIKE?

- 3-ring binder with tab dividers
- Student-created cover page
- Sheet protectors
- Table of Contents
- Includes photos, artifacts, documents
- Electronic version?



PORTFOLIO ORGANIZATION

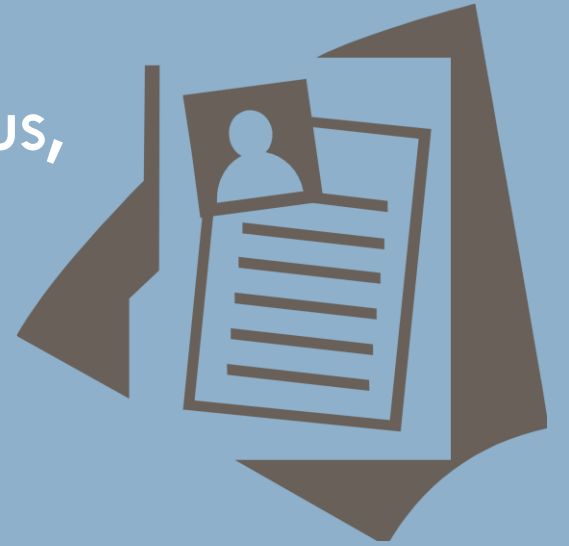
Include sections for:

- Personal Information
- Important Documents
- Education & School Data
- Assessment Results
- Employment/Post-secondary Education
- Community Resources
- Next Steps



PERSONAL INFORMATION SECTION

- **Student Info Sheet:** Identifying Info, SSN, DOB, Status, Medical Information (physician, insurance/Medicaid numbers, diagnoses, medications).
- **Personality Profile**
- **Who Am I?** (likes, dislikes, strengths, weaknesses)
- **Student IEP Worksheets**
 - Scavenger Hunt Activity sheet (“Know Your Document!”)
 - Student Input Sheet for self-directed IEPs
- **Transition Statements**
 - Written short- and long-term goal
 - Student Transition Worksheets (addressing each area of transition)



IMPORTANT DOCUMENTS SECTION

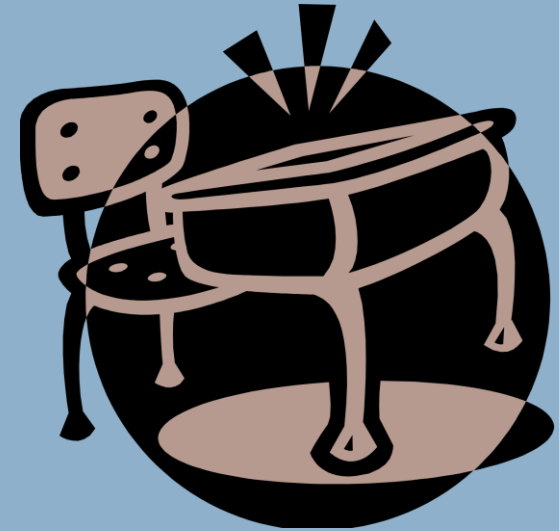
*Include documents that justify the need for services under the law

- Copies of SS, Medicaid/health insurance cards, state ID, power of attorney forms, DSS or SSA benefit letters
- Recent IEP and/or Summary of Performance



EDUCATION & SCHOOL DATA SECTION

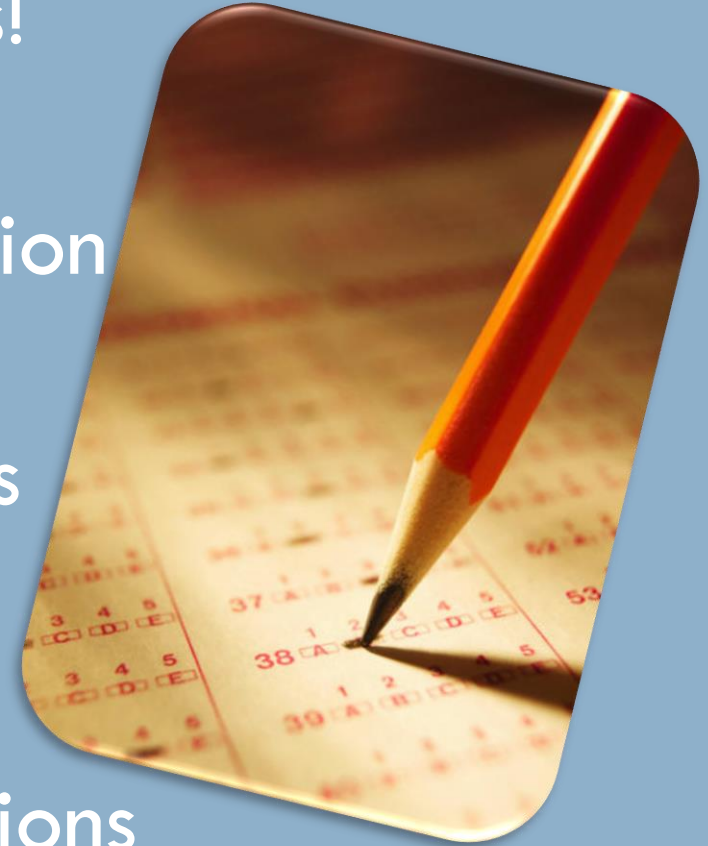
- Current class schedule
- Learning Styles Profile
- Transcripts
- Credit status & graduation reqs updates
- Diploma
- 4-year plan
- Classroom supports and accommodations
- Work samples



ASSESSMENT RESULTS SECTION

*Include the data AND interpretive narratives!

- Informal and formal assessment results
 - Intelligence/Academic Scores & Evaluation reports
 - Teacher & student inventories and scales
 - Parent Surveys
 - EOC & district assessment scores
 - Transition Assessments (Missouri Connections profiles, ASVAB/ACT/PLAN results.)



EMPLOYMENT SECTION

- Resume
 - Pocket resume
- Career planning profile
- Generic job application
- Work/Volunteer record
- Job shadow reflections
- Job inquiry scripts
- Letters of Recommendation
 - Template for requesting letters
- Reference contact sheet
- Interview thank you template
- ADA Information Sheet



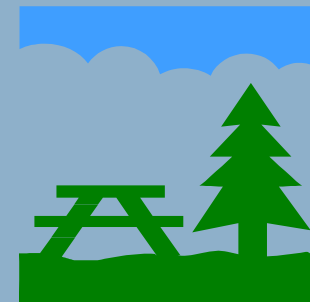
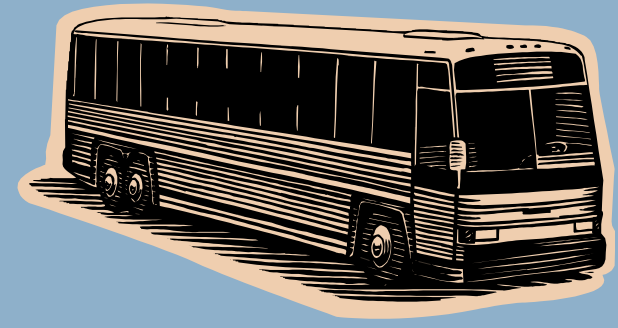
POST-SECONDARY EDUCATION SECTION

- Transcripts
- College admission requirements & applications
- Scholarship applications & award letters
- FAFSA info & award letter
- Academic awards and class rank
- Extra-curricular activities
- Volunteer experiences



COMMUNITY RESOURCES

- Vocational Rehabilitation
- NECAC, DSS, SSA Contact Info
- Recreation & Leisure Agencies
- Public Transportation Info & Schedules
- Independent Living Support Organizations
- Disability Support Groups
- Advocacy & Legal Services



DON'T FORGET!



- There's no one-size-fits-all transition portfolio. It should be as individualized as an IEP!!
- The purpose of the portfolio is to give students a host of information, resources and artifacts they can take with them as they embark on their lives as adults.

TIPS FOR IMPLEMENTATION

- **Create a process**
 - Schedule portfolio activities into your day
 - Seminar, study hall, homeroom?
- **Use Checklists to track portfolio progress**
- **Stick to a timeline**
 - Set benchmarks
 - What will be accomplished by end of freshman, sophomore, junior years?
- **Solicit input from the student**
 - Empower students to make choices; it's THEIR future! 😊
- **Encourage student, parent, team buy-in**
 - Everyone contributing to the success of the student

