Prior to conducting the IEP Team meeting and accessing the electronic postsecondary transition plan program, the following actions should have been completed.
- The student was invited to the IEP team meeting.
- An age-appropriate transition assessment of the student was completed.
- If an outside agency is likely to be responsible for providing or paying for a transition service(s), a representative of that agency, with the written consent of the parent or adult student, was invited to the IEP team meeting.

A link is available on the PTP web address which is http://sped.dpi.wi.gov/sped_spp-transition . Click on "create PTP" to get started. Follow the step-by-step instructions.

Age-Appropriate Transition Assessment
- Document the type/name of transition assessment(s) you used and date (month/year) it was completed. Record the results in the text box provided.

Postsecondary Goal: Education/Training
- Select an appropriate measurable postsecondary goal from the choices listed in the area of education or training.

Postsecondary Goal: Employment
- The IEP must contain a measurable postsecondary goal in the area of employment related to the postsecondary education or training that the student will receive. The IEP team must select one (1) career cluster from the drop down menu and one (1) corresponding area below.

Postsecondary Goal: Independent Living Skills
- Where appropriate, the IEP must contain a postsecondary goal(s) related to independent living skills. This area is appropriate for students that will require significant assistance or accommodations living on their own.

Annual Goals or Short-term Objectives
- The IEP must contain at least one (1) annual goal or short-term objective that will help the student make progress toward meeting all of the measurable postsecondary goals. Best practice is that one annual goal be recorded in the text box provided.

Identify Transition Services
- Document all services that will help the **student** in meeting the measurable postsecondary goals. Utilize the drop down menus for choices. A minimum of one (1) transition service must be identified for current school year and (1) transition service for the next school year.
  - "Best Practice" = documenting
    - A minimum of one (1) transition service in each of the seven (7) areas
    - **Who** will be responsible for each activity? (**Student and parents** can and should be listed.)
    - A projection of transition services for the current year and the following year.

Outside Agency Participation
- Is an outside agency likely to provide or pay for transition services during the effective dates of the IEP?
  - If yes:
    - Written consent from parents or adult student must be completed to invite outside agency representative – I1A form. (Please upload in Simple Forms bundle and staple to the current IEP. and give original, signed copy to PST.)
    - If consent was given, document the name and agency of the representative invited in the PTP.
    - If the agency representative attends the IEP meeting and agrees to specific services, then those services must be documented in the Transition Services section.
  - If no:
    - IEP team considers if a referral for adult services/outside agency services should be made. If yes, document in the Transition Services section.

Course of Study

- A student's transition plan must include a course of study aligned with the student's postsecondary goals
- Manually enter the names of classes. Classes must be identified according to current academic school year and at least one additional year of classes must be identified. Elective classes related to the student's preferences and interests should be included.

Transfer of Rights

- If the student reaches his/her 17th birthday during the time frame of the IEP or is18 at the time of the IEP, specify how the student and his/her parents have been informed of the transfer of rights. They will transfer or have transferred from the parent to the student at age 18 if no legal guardian has been appointed.
- Check the box and document whether the student is 17 or 18.
- If the student is a male, make sure the student knows to apply for the select service within 30 days of their 18th birthday.

Student Exit Year

- If the student exits school because of graduation or exceeds the age of eligibility for a Free Appropriate Public Education (FAPE) at the conclusion of the current academic school year, the *Summary of Performance (SoP)* and *Notice of Graduation (P-3)* or *Ending of Services Due to Age (P-4)* forms must be completed.

When given the choice, do NOT choose Other as an option.