



VIII. Protocol for Postsecondary Transition Plan (PTP) Process

Step 1: Case manager meets with student to create an initial PTP or work on an existing PTP prior to the IEP meeting or re-evaluation.

Step 2: PTP is discussed as part of annual IEP meeting or re-evaluation. Whenever the IEP is written or reviewed, transition must be checked on the invite and the cover page. If transition is not checked on the invitation and cover page and the parent wants to discuss it, then their approval is included in parent concerns.

Step 3: After the IEP meeting, the case manager makes any changes to the PTP and verifies that all sections are completed correctly, based on the information from the IEP meeting.

Step 4: Within 48 hours of the IEP meeting, the case manager locks PTP and then emails the transition teacher to let them know the PTP is ready for review.

Step 5: The transition teacher reviews PTP to ensure it is complete and compliant. If corrections need to be made, the unlocked PTP will be sent back to the case manager for corrections. Corrections need to be made within 24 hours by the case manager and the transition teacher notified.

Step 6: Transition teacher submits PTP to the Department of Public Instructions - Madison (DPI).

Step 7: Transition teacher emails the case manager and PST or school psychologist, as appropriate, to let them know the PTP has been submitted to and accepted by the DPI.

Step 8: Case manager prints, scans and uploads the PTP document with simple forms to Infinite Campus and staples it to the IEP.

Step 9: A PTP is a part of the IEP and needs to be attached to all annual or amended IEPs regardless of whether it has been discussed.

When the entire IEP packet is complete, the case manager distributes a copy to parents and ensures a hard copy is in the cumulative file and attached to the IEP which is sent to the ESC.