

ACTIVITY SHEET C**COLLEGE AND CAREER READINESS: SECONDARY TRANSITION PLANNING**

The purpose of supporting professional development in college and career readiness is to improve the capacity of school personnel to assist students in developing the skills and engaging in the planning needed to transition successfully into post-secondary life. In order for students to achieve positive post-school outcomes, schools need to help students engage in meaningful transition planning activities and to prepare students with disabilities for successful post-secondary employment, education, and community membership.

Under this priority, Massachusetts special education approved private schools may apply Fund Code: 249 grant funds to professional development activities that support college and career readiness for students with disabilities. Topics for professional development opportunities under this priority may include:

- State and federal laws related to transition (Chapter 688 and IDEA-2004)
- How to ensure effective transition planning during IEP meetings
- Use of the mandated Transition Planning Form developed by the Department (<http://www.doe.mass.edu/sped/28MR/28m9.pdf>)
- How to select and administer age appropriate transition assessments related to training, education, employment, and independent living skills
- How to coordinate effectively family, school, and community, including post-secondary institutions and employers, to help students meet their transition goals
- Career guidance and exploration
- Self-determination and self-advocacy skills for middle and high school students
- Preparing students with disabilities for post-secondary education
- Work-based learning

REQUIRED PROGRAM INFORMATION - NARRATIVE COMPONENT

Listed below are the required components in the order that they must appear in the proposal. *Each application must include information on the following.*

I. OVERVIEW

- A. Provide the **publicly funded** special education student enrollment as of October 1, 2008:
_____.
- B. Describe the current work and progress in this area. Identify the topic areas listed above in which the school will provide professional development.
- C. Explain how providing professional development in this area will help school personnel to improve their skills and build their capacity to assist students in developing the skills and engaging in the planning needed to transition successfully into post-secondary life. Include information on:
 1. why providing professional development in this area is a priority; and
 2. the outcomes you hope to achieve from this project that will help ensure that students with disabilities transition successfully into post-secondary life.

II. IMPLEMENTATION PLAN

- A. Provide a detailed description of the professional development that will be offered and the specific follow-up and technical assistance activities that will be provided following the trainings. Include outcomes of the topic(s) from above that you chose and the goal of each professional development activity.
- B. Describe how this professional development is related to and may expand upon existing activities in the school.
- C. Provide a proposed timeline for the professional development activities. Include anticipated dates for each of the proposed activities.
- D. Identify the target audience that will be participating in the professional development. Include how the participants will be made available for the trainings (e.g., release time, stipends, designated training days, etc.).
- E. Identify the proposed individual(s) or organization(s) that will be providing professional development activities and training in the selected area(s).

III. ALLOCATION OF FUNDS

- A. **Stipends** Amounts Allocated: \$_____.00 (Line 1 and/or Line 2 and/or Line 3)
- B. **Contractual Services** Amounts Allocated: \$_____.00 (Line 5)
- C. **Supplies and Materials** Amounts Allocated: \$_____.00 (Line 6)
- D. **Conference or Courses** Amounts Allocated: \$_____.00 (Line 5 Other and/or Line 7)
- E. **Travel** (*maximum of 10% of total grant award for the entire grant*) Amounts Allocated: \$_____.00 (Line 7)