

## **TRANSITION SERVICES PLANNING “GETTING STARTED PACKET” (9<sup>th</sup>)**

### **THIS PACKET INCLUDES:**

- **Shift of Responsibility: School to Student/Family** pg.2
- **Three Important Issues to Address Next 4 Years** pg.3
- **Disability Laws:** pg.4  
**Information on why we are required to include transition services needs – laws that describe the shift of responsibility from ISD to the student/family IDEA vs. 504 & ADA**
- **What services you may include in your planning (DARS)** pg.6
- **Texas Workforce Commission and Texas CARES** pg.7
- **Career Possibilities** pg.10
- **Web Sites to Research Education/Training/Testing** pg.14
- **Preparation Timeline –College/Career Planning** pg.15
- **Admission Requirements** pg.16
- **Military - Web Information** pg.17
- **Apprenticeship Information – On the Job Training** pg.18
- **Agencies** pg.19
- **Step by Step checklist for planning transition from high school** pg.20

### **“WHAT YOU CAN DO NOW and WHO CAN HELP GET INFORMATION”**

1. **Get published information, catalog / brochure.**
2. **Research career information – Texas CARES reports, Occupational Outlook Handbook (available at bookstores, library, school counselor, vocational office or on-line at [www.bls.gov/oco](http://www.bls.gov/oco)).**
3. **Talk to people in the field of your interest to find out first hand the training and education needed to enter the occupation.**
4. **Seek part-time, summer or volunteer positions in your area of interest.**
5. **Contact the school counselor, vocational or transition specialist for help as needed.**
6. **If junior college, college or technical training will be required for the career of interest, entry testing will be considered or required in most cases – find out about SAT, ACT, THEA, alternative testing options from the local institution testing center. Prep and study materials are available at bookstores and libraries, also on the Internet.**
7. **If the military is to be considered, the Armed Services Vocational Aptitude Battery (ASVAB) will be required. Study materials are available at bookstores and libraries.**

**Local school contact person name/phone: \_\_\_\_\_**

## SHIFT OF RESPONSIBILITY SCHOOL TO STUDENT/FAMILY

For the next four years (including today's meeting) you will be provided with four packets of valuable information. Each year's packet is designed to be age and grade specific. This is an effort to assure there will be no surprises on graduation day!

### ENTITLEMENT STOPS!

**Please understand, after graduation there are absolutely no guarantees for a job, the opportunity for additional education/training, accommodations or assistance, financial resources or appropriate living situations.**

You have the right to apply (eligibility) for any of the above, but the decisions made today have the impact of opening or closing doors to the life you envision for the future.

The choice(s) you and your family make are adjustable as needs or interests change throughout the high school experience.

Take advantage of all your school has to offer while it's free and get your credit toward achieving your diploma!

After high school, **everything** costs time and money, make best use of **both**. Also, **beware** of mail, phone calls, presentations, etc. that offer **for a fee or charge** to obtain scholarships and other resources!! You will be provided all necessary information to research this for yourself at **no cost!**

You will be responsible to complete applications, make future appointments, take tests as needed to meet entry requirements, provide school and financial information, request/apply for accommodations or assistance and follow through with your plan!

No one **will call you** after you graduate!!

If you want help/accommodations/assistance in the future:

**THE MOST IMPORTANT ITEM OF ALL: A need must be documented.**

Example: You want extended time or untimed testing - it must be on your IEP modification sheet or written in the evaluation/assessment report qualifying you for services or there will be no identifiable need.

Be sure you take a serious look at all assistance you want for the future and start the documentation **now!**

## **THE THREE MOST IMPORTANT THINGS HIGH SCHOOL STUDENTS MUST ADDRESS OVER THE NEXT FOUR YEARS**

- #1. ATTENDANCE! After high school, everything a student wishes to do (*college, Jr. college, tech/trade school, employment/job, military, scholarships, financial aid, agency services, etc*) WILL require an application. When applications are received, a request for records will include your transcript/academic achievement record-AAR) which documents attendance history. People with POOR ATTENDANCE history have little chance of being selected. Schools are full, business have mountains of applicants per job opening, same for agencies, same for scholarships/financial aid, etc. Nobody selects people who don't show up. Before your grades (GPA), before your school activity/community services, awards, etc... you will be rejected if absences stand out as an issue to be dealt with in the future. Remember, it's all about time and money--- in the real world people will not choose those who do not understand this crucial criteria.
- #2. GET YOUR WORK DONE! (Grades/GPA/test scores) If you show up every day, but, you do not perform to expectations, you will not be selected over other applicants. If you fail classes, don't turn in homework, do not study for tests, etc. this will permanently be recorded on your transcript. Do not let anybody tell you your grades don't count! Your grade point average (GPA), rank in class and which quarter of your class you graduate all matter. Admissions counselors, personnel directors/human resources and military recruiters put great emphasis on what you do in high school. You don't receive rejection/dismissal notices if ALL your work is completed in a competent manner.
- #3. BEHAVIOR/PERSONAL CONDUCT! Please understand, everyone you encounter after high school expects positive personal conduct/adult behavior. There is no detention, in school suspension, alternative education campus, out of school suspension or any other baby-sitting technique or program your district may use to try to make or help you behave. After high school, no one cares! The # ONE reason a person is dismissed/fired from a job is an inability to demonstrate appropriate adult behavior in public. Don't lose out on fantastic opportunities in the future, demonstrate to everyone that you are a responsible young adult.

## DISABILITIES AND THE LAW

### **IDEA 2004: Individuals with Disabilities Education Act** **(ENTITLEMENT ACT)**

- Federally funded program
- Children ages 3 – 22
- Purpose is to serve children who are one or more of the following disability groups:
  - intellectual disabilities
  - hearing impairments
  - deafness
  - speech/language impairments
  - visual impairments
  - blindness
  - serious emotional disturbance
  - orthopedic impairment
  - autism
  - traumatic brain injury
  - other health impairment
  - specific learning disability
  - deaf-blindness
  - multiple disabilities
- Free appropriate public education
- Special education and related services to meet unique needs
- School must include in the annual ARD/IEP transition services planning at or before age 16 – then annually review
- School must provide an Individualized Education Plan (IEP)
- IEP development would include parents, child, if appropriate, child’s teacher, designated specialist, representative of public agency qualified to supervise special education
- Three categories of services: remediation, academic accommodations, related services
- Provide education in the least restrictive environment appropriate to meet individuals needs
- Be placed in regular education to maximum extent possible
- At age 18 and beyond, as needed, review age appropriate settings to provide needed special education and transition services needs.

### **THESE SERVICES ARE PROVIDED THROUGH YOUR LOCAL EDUCATION AGENCY**

**This law STOPS at exit from school! It is replaced by 504 (REHAB Act) and ADA (Americans with Disabilities Act).**

**These laws are not entitlement but eligibility in nature,  
meaning you must apply to determine if your student will receive  
future services and/or funding.**

**Section 504 of the Rehabilitation Act of 1973**  
**(Civil Rights Statute)**

**(This Act prohibits discrimination against persons with disabilities in programs receiving federal funds.)**

The following briefly describes Section 504:

- Any organization, agency or business receiving federal financial assistance is subject to Section 504 requirements
- Section 504 focuses on discrimination based on disability
- Section 504 reaches a much broader population of students than IDEIA 2004
- A student with an impairment that is not covered under IDEIA 2004 may be covered under Section 504

**THESE SERVICES ARE PROVIDED THROUGH YOUR LOCAL EDUCATION AGENCY OR  
STATE REHABILITATION AGENCY LOCAL OFFICES OR OTHER  
STATE/PRIVATE AGENCY PROVIDERS.**

**ADA: Americans with Disabilities Act**

- Non-funded federal program
- Purpose is to end discrimination against individuals with disabilities in areas of employment, education, public accommodations, and licensing professional and other activities
- A person with a disability is a person with a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairments and being regarded as having such an impairment
- Disability includes any mental or psychological disorders such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities
- Reasonable accommodations are required
- Should offer examinations and courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals
- Examination results should accurately reflect the individual's aptitude or achievement level or whatever other factors the examination purports to measure, rather than reflecting the individual's impaired sensory, manual, or speaking skills (except where those skills are the factors that the examination purports to measure)

**SERVICES PROVIDED THROUGH THE STATES REHABILITATION AGENCY LOCAL  
OFFICES OR OTHER STATE/PRIVATE AGENCY PROVIDERS.**

**Name of Agency: (Department of Assistive & Rehabilitative Services - DARS)**  
**Jordyn Franks, Vocational Rehab Counselor-**  
**972-988-7209**

**TRANSITION PLANNING SERVICES.**

If you are in special education and are 16 years of age or older(14 years of age in Texas), you and your school will be planning for your future. State VR counselors may work with you, your parents, teachers, and other transition team members to plan ways for you to gain independence. Vocational Rehabilitation services that may be available to you are listed below. The transition planning service is done in four key areas: \*Some schools may be assigned a counselor who works only with school referrals

1. **MEDICAL TREATMENT.** Some health problems can be helped by an operation or some other kind of medical treatment. VR may be able to arrange this treatment for you.
2. **ASSISTIVE DEVICES.** Some health problems cannot be changed. But, a person may be able to get along better by using things like braces, crutches, wheelchairs, or hearing aids. These things, and other things like them, are designed to assist.
3. **GUIDANCE AND COUNSELING.**  
 Students often are not sure what kind of work they want to go into. Vocational rehabilitation has a lot of information about many kinds of jobs. The Vocational Rehabilitation (VR) counselor can help you find out the kind of work where your strengths lie.
4. **TRAINING.** Job training is very important. It can be the key that unlocks doors for you. Job training can get you ready to work. Your school can provide you many kinds of job training. Your transition services plan developed by your school at the annual ARD/IEP meeting will help you get ready for a job. Students will graduate with the skills they need to work. For many students additional skills may be needed.
  - **Technical/vocational school.** These schools prepare people for jobs in areas like printing, graphic arts, auto mechanics, X-ray technology, and dental hygiene. Most VR agency counselors can consider up to **\$3000.00** of tuition costs, tools, equipment, uniforms, etc...
  - **Business school.** These schools prepare people for jobs such as secretary, file clerk, word processor, and other jobs related to working in an office or business.
  - **On the job training.** This training puts you on a job, so that you learn directly by doing the job. Examples of such jobs are auto mechanic, nurse's aide, and draftsman. Employer training fees are negotiated in planning, plus tools, equipment, uniforms, etc...
  - **College/university.** Training in a college or university can open up chances for a lot of different kinds of jobs. Examples are jobs in agriculture, pharmacy, computer programming, or teaching. The following are some assistance possibilities:
    - \* \$ \_\_\_\_\_ per semester toward tuition/fees
    - \* books, tools, equipment, uniforms, etc.
    - \* tutoring, note taking, video/audio tapes, highlighted texts, testing accommodations, etc. with the on campus special service office.

**\*Any funding offered by DARS agency does not have to be paid back! DARS is a 2<sup>nd</sup> source of free money, after FAFSA (Pell Grant) \$ \_\_\_\_\_, which is the primary or 1<sup>st</sup> source of free money to be used, also financial aid through the on campus financial aid office will use the FAFSA information to determine additional money available.**

# Texas Workforce Commission

## **Career Information Hotline**

**1.800.822.PLAN**

**1.800.822.7526**

**Free Call**

**OPEN Monday – Friday**

**8:00 a.m. – 5:00 p.m.**

This service is available to ANY high school student in Texas. You may ask for information on up to 3 careers each time you call. Choose up to 3 careers prior to making the phone call. Possibilities of careers are listed on the following pages of this packet. All you do is call, give your name, address, and career choice(s) and in 2 weeks you will receive the information in the mail.

### **STEP BY STEP CALLING:**

- This is an automated system, you will be asked to press 1 if you are a student.
- Provide your name (speak slowly and clearly – spell your name if needed).
- Press the # key.
- Give your address (speak slowly and clearly).
- Press the # key.
- Give your phone number beginning with area code.
- Press the # key.
- **You will then be asked what career information you would like – up to 3 career choices (speak slowly and clearly).**

# Texas CARES

It's Not Just a Slogan, it's Exploring the "Real World!"

LMCI (Labor Market and Career Information) <http://www.lmci.state.tx.us/shared/cares.asp> is proud to introduce the new and better than ever **Texas CARES**.

**Texas CARES** (Career Alternatives Resource Evaluation System) is a multi-media career information system designed for individuals to explore different careers and related educational opportunities in Texas and around the country. Some of the **new features** in the new Texas CARES include:

- More occupations and more schools than ever before
- 4 CD Software package
- Licensed Occupations
- Updated detailed O\*NET occupational characteristics data
- Updated Texas state and regional (LWDB) Labor Market information including wages and job projections
- 330 high quality occupational videos from the U.S. Department of Labor
- Two automated assessment tools
- Occupational Career Clusters from the U.S. Department of Education
- Monthly featured Career Stories
- New employer contact lists and mapping functions
- Search through detailed career information enhanced by occupational, Texas college and career preparation videos
- Compare 2 or 4 colleges side by side, compare attributes about each institution
- Over 100 Texas college and university promotional videos
- Review relationships between career paths and training requirements
- Astro Arcade game section helps explore and learn why/how to evaluate careers and educational options.
- Play videos from our new Occupations Career Clusters Digital Video Show CD-Rom program
- Internet links to hundreds of external websites including colleges and job posting sites
- Link to our new online feature: High School Graduation Plan
- New Career Development videos in the Video Kiosk

Complete with over 425 occupational, educational and career development videos, such as writing resumes, interviewing skills, filling out job applications and performance on the job. **Texas CARES** gives students an excellent idea of workplace demands and how to shape their personal values and interests into a promising career by showing the strong relationship between getting a good education and hiring requirements for choice high skill/high wage jobs.



LMCI (Labor Market and Career Information) <http://www.lmci.state.tx.us/shared/cares.asp> website has the following links under User Services:

- Parents and Students
- Counselors
- Researchers
- Job Seekers
- News
- Contacts

LMCI (Labor Market and Career Information) <http://www.lmci.state.tx.us/shared/cares.asp> website has the following links under LMCI Software Tools:

- Texas CARES Online
- TRACER
- Texas Industry Profiles
- SOCRATES
- OSCAR
- Reality Check
- TexasWorkPrep.com
- State Training Inventory
- SWAP

**Achieve Texas** – Career and Technology (CTE) [www.tea.state.tx.us/cte/index.html](http://www.tea.state.tx.us/cte/index.html)

**Achieve Texas** is a new education initiative and redesigns the way career and technical education is organized in Texas. The system is designed to help students (and their parents) make wise education choices. It is based on the belief that the curricula of the 21st century should combine *rigorous* academics with *relevant* career education. This initiative moves from 6 program areas to the 16 federally defined Career Clusters of the States' Career Clusters initiative ([www.careerclusters.org](http://www.careerclusters.org)) as the foundation for restructuring how schools arrange their instructional programs. A Career Cluster is a grouping of occupations and broad industries based on commonalities

#### **Do all 16 clusters have to be implemented in every school?**

Local districts are free to choose which clusters to implement based on the needs of the students, community, and local economy. Currently, the Texas Administrative Code §74.3 Description of a Required Secondary Curriculum states that a district must provide career and technical education courses selected from at least three of the eight (sixteen) career and technical areas (clusters) taught on a campus in the school district with provisions for contracting for additional offerings with programs or institutions as may be practical.

**\* If you plan on attempting to continue with Athletics in College, the NCAA Clearinghouse requirements MUST BE MET! No Exceptions!! This refers to grade point average, core courses (no resource), and SAT/ ACT scores to receive a scholarship. See your Coach or Counselor for details. \*All applications must now be completed online! NCAA Clearinghouse Web Site: [www.naaclearinghouse.net](http://www.naaclearinghouse.net) or toll free @ (800) 638-3731**

**CAREER**

**POSSIBILITIES**

## Texas Career Clusters

Texas' 16 career clusters are based on those developed by the U.S. Department of Education. Schools and districts may adopt these or develop their own clusters based on the local economy. To get specific information on job descriptions, education required, wages, etc. you may access these websites and type in your area of interest. [www.onetonline.org/](http://www.onetonline.org/) or [www.twc.state.tx.us/](http://www.twc.state.tx.us/)

1. **Agriculture, Food & Natural Resources** - *The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.*
  - a. *Food Products and Processing Systems*
  - b. *Plant Systems*
  - c. *Animal Systems*
  - d. *Power, Structural & Technical Systems*
  - e. *Natural Resources Systems*
  - f. *Environmental Service Systems*
  - g. *Agribusiness Systems*
2. **Architecture & Construction** - *Careers in designing, planning, managing, building and maintaining the built environment.*
  - a. *Design/Pre-Construction*
  - b. *Construction*
  - c. *Maintenance/Operations*
3. **Arts, A/V Technology & Communications** - *Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.*
  - a. *Audio and Video Technology and Film*
  - b. *Printing Technology*
  - c. *Visual Arts*
  - d. *Performing Arts*
  - e. *Journalism and Broadcasting*
  - f. *Telecommunications*
4. **Business Management & Administration** - *Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.*
  - a. *General Management*
  - b. *Business Information Management*
  - c. *Human Resources Management*
  - d. *Operations Management*
  - e. *Administrative Support*
5. **Education & Training** - *Planning, managing and providing education and training services, and related learning support services.*
  - a. *Administration and Administrative Support*
  - b. *Professional Support Services*
  - c. *Teaching/Training*
6. **Finance** - *Planning, services for financial and investment planning, banking, insurance, and business financial management.*
  - a. *Securities & Investments*
  - b. *Business Finance*
  - c. *Accounting*
  - d. *Insurance*
  - e. *Banking Services*
7. **Government & Public Administration** - *Planning and performing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.*
  - a. *Governance*

- b. *National Security*
  - c. *Foreign Service*
  - d. *Planning*
  - e. *Revenue and Taxation*
  - f. *Regulation*
  - g. *Public Management and Administration*
- 8. Health Science** - *Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.*
- a. *Therapeutic Services*
  - b. *Diagnostic Services*
  - c. *Health Informatics*
  - d. *Support Services*
  - e. *Biotechnology Research and Development*
- 9. Hospitality & Tourism** - *Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.*
- a. *Restaurants and Food/Beverage Services*
  - b. *Lodging*
  - c. *Travel & Tourism*
  - d. *Recreation, Amusements & Attractions*
- 10. Human Services** - *Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.*
- a. *Early Childhood Development & Services*
  - b. *Counseling & Mental Health Services*
  - c. *Family & Community Services*
  - d. *Personal Care Services*
  - e. *Consumer Services*
- 11. Information Technology** - *Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.*
- a. *Network Systems*
  - b. *Information Support and Services*
  - c. *Web and Digital Communications*
  - d. *Programming and Software Development*
- 12. Law, Public Safety, Corrections & Security** - *Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.*
- a. *Correction Services*
  - b. *Emergency and Fire Management Services*
  - c. *Security & Protective Services*
  - d. *Law Enforcement Services*
  - e. *Legal Services*
- 13. Manufacturing** - *Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.*
- a. *Production*
  - b. *Manufacturing Production Process Development*
  - c. *Maintenance, Installation & Repair*
  - d. *Quality Assurance*
  - e. *Logistics & Inventory Control*
  - f. *Health, Safety and Environmental Assurance*
- 14. Marketing** - *Planning, managing, and performing marketing activities to reach organizational objectives.*
- a. *Marketing Management*
  - b. *Professional Sales*
  - c. *Merchandising*
  - d. *Marketing Communications*
  - e. *Marketing Research*

- 15. Science, Technology, Engineering & Mathematics** - *Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.*
- a. *Engineering and Technology*
  - b. *Science and Math*
- 16. Transportation, Distribution & Logistics** - *Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.*
- a. *Transportation Operations*
  - b. *Logistics Planning and Management Services*
  - c. *Warehousing and Distribution Center Operations*
  - d. *Facility and Mobile Equipment Maintenance*
  - e. *Transportation Systems/Infrastructure Planning, Management and Regulation*
  - f. *Health, Safety and Environmental Management*
  - g. *Sales and Service*

## COLLEGE AND CAREER PATHWAYS GLOSSARY

**Articulation agreements:** formal agreements between or among educational organizations (high schools, technical colleges, four-year colleges, and universities) that align courses and majors from one educational institution to another in a way that allows a systematic and seamless student transition without loss of course credit or time for the student.

**Career advancement:** continuing education that allows adults to expand their skills and advance in their careers.

**Career clusters:** a way of organizing curricula, instruction, and assessment around specific occupational groups (for example, Information Technology or Health Science) that offers students core academics, coursework related to specific occupations, and extended learning experiences.

**Career concentration:** academic and technical activities provided in high school enabling students to follow Texas Achievement Plans and complete college and career preparation.

**Career exploration:** career guidance activities provided in middle school enabling students to identify their career interests and abilities and explore careers to facilitate their college and career decision-making process.

**Career guidance:** structured developmental experiences presented systematically from kindergarten through grade 12 that help students analyze and evaluate abilities, skills, and interests.

**Career pathway:** a way of organizing the curricula and educational activities within a career cluster related to a student's specific academic or career goal.

**Career portfolio:** a collection of student work indicating progress made in subjects, activities, or programs. In a career cluster systems, portfolios are often used to assess student performance in extended learning experiences.

**Dual credit:** credit given at both the high school and college for college-level courses taken while in high school.

**Extended learning experiences:** Career learning and outside-the classroom learning experiences such as job shadowing, internships, and service learning.

**Seamless system:** a system established for the delivery of a curriculum, program, initiative, etc., that promotes efficiency by reducing duplication and providing an logical progression of activities, courses, etc., that meet the requirements of two or more educational organizations.

**Targeted Industry Clusters:** Six industry clusters that have been identified as high-demand, high-growth, with high wage jobs and are the economic engines of Texas.

**Texas Achievement Plan (TAP):** an educational plan suggesting the high school courses a student should take to prepare successfully for graduation and transition in to a profession or postsecondary educational experience. The vision for Texas is that all 8<sup>th</sup> graders, in consultation with their parents/guardians, counselors, and teachers will select a career pathway and create a TAP. TAPs are to be reviewed and revised at least once each school year.

## USE THE NET TO CATCH INFORMATION

### **From the Princeton Review:**

The Internet contains abundant college admissions information, ranging from comprehensive college listings to financial aid information. What you find on the Internet may be candid or erratic, since there is no regulation of its contents. More often, though, what you find will be helpful, reliable information. With that in mind, check out the following websites.

[www.princetonreview.com](http://www.princetonreview.com)

The Princeton Review's homepage. You can download a practice SAT and get it scored, get information about the best colleges and link up to their homepages.

[www.collegeview.com](http://www.collegeview.com)

Powerful search engine which allows you to create a list of schools that meet your preferences for size, geography, areas of study and student body. Link to the homepages of many universities and e-mail the colleges' admissions offices for more information.

[www.collegeboard.org](http://www.collegeboard.org)

Register for the SAT I and SAT II. Send e-mail to the SAT program at [sat@ets.org](mailto:sat@ets.org). You can also order College Board publications.

[www.thecb.state.tx.us](http://www.thecb.state.tx.us)

This site provides a comprehensive listing of all Jr. colleges, colleges, and technical schools in Texas. Information can be accessed by school name or by subject area of interest. Programs offered are designated as continuing education, certificate, associate, bachelor, masters or PhD. This site contains admission information, common applications, addresses, phone numbers and each schools web site.

[www.everychanceeverytexan.org](http://www.everychanceeverytexan.org) (Texas)

Reports on federal and state financial aid programs and feature a short description of more than 100 scholarship programs for which students may apply. Also, it is the online version of the Minnie Stevens Pip Foundation's publication, Compendium of Texas Colleges and Financial Aid Calendar listing all Texas colleges and universities, public and private, with information on admission requirements, costs, financial aid, applications deadlines, and scholarships available to Texas students.

[www.webcrawler.com](http://www.webcrawler.com)

If you would like to investigate more websites about college admissions and other student issues, this browser is a good place to start. Just type in the information you would like to search.

## TIMETABLE FOR COLLEGE AND CAREER PLANNING

### Grade    Goals and Objectives

9

Become aware of vocational and career opportunities.

Continue to evaluate goals and objectives, career research.

<http://www.lmci.state.tx.us/shared/cares.asp>

Parents should attend meeting in Spring to discuss next year's schedule.

Become familiar with requirements of colleges and tech programs that interest you.

Become involved and keep a record of school activities.

Meet with your counselor to review four-year plans and discuss preliminary college plans.

Choose classes carefully for the sophomore year.

If you have interest in the military: consider ROTC

    Meet the military recruiters for your area

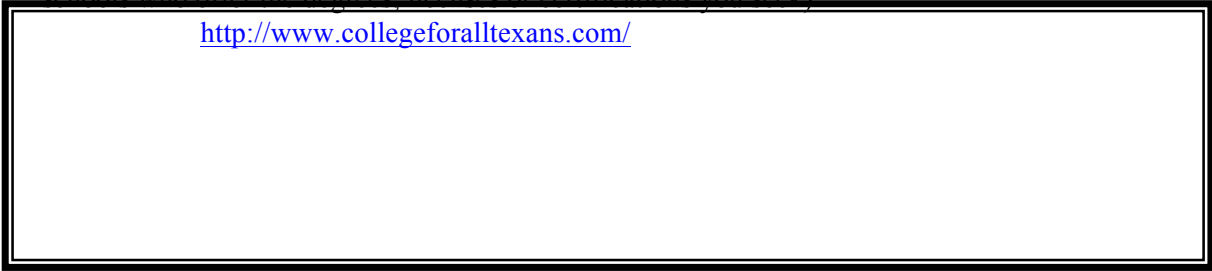
    Begin ASVAB (Armed Services Vocational Aptitude Battery) preparation which is available online

If employment after graduation is an interest, begin contact with employers who offer opportunities such as volunteer options or part-time and summer employment

Athletes – investigate the NCAA Clearinghouse website for requirements [www.ncaa.org](http://www.ncaa.org)

**REQUIREMENTS SUMMARY**

\* Note- Not all schools offer the specific training you may want...you must research schools by either the school name (to get a list of training offered) or by training field (to obtain a list of schools who offer the degrees, licenses or certifications you seek)



**PRIVATE TRADE/TECHNICAL SCHOOL (total cost 10,000 – 40,000 +)**

1. High school diploma/GED
  2. School may have school selected entry tests
- These schools are very expensive! Don't overpay for your training or education. Most State supported Community/ JR. Colleges offer Trade/Tech programs @ 1/10 the cost of a private school. Don't sign up before you check out your options!*

**2 YEAR STATE COMMUNITY/JR. COLLEGE (cost approx. \$ \_\_\_\_\_ yr)**

**Fr./Soph.**

1. Continuing education programs - no specific entry
2. License/certification/technical programs – Entry into employment, no transfer to 4 year school.  
High school diploma/GED  
May require school selected entry tests (Accuplacer, Asset, Compass)  
\*Program more than 42 credit hours - THEA required
3. Associate Degree program - transfer option to 4 year college/university (2.5 or higher GPA)  
High school diploma/GED  
\*THEA prior to entry only (recommended request accommodations) if you are high school state test exempt, some exceptions based on SAT/ACT scores  
SAT/ACT scores NOT REQUIRED  
\*Alternative tests may be considered by contact with the campus testing center (Accuplacer, Asset, Compass)  
\*Must be attempted first , before taking THEA  
\*Contact the JR. College Testing Center and Special Services Office for information

**4 YR STATE COLLEGE/UNIV. -BACHELOR DEGREE (cost approx. \$ \_\_\_\_\_ yr)**

**\* Tuition in-state has been deregulated as of May 03!**

1. SAT/ACT scores required - acceptance depends on score in addition to class rank @ high school graduation (1<sup>st</sup>-4<sup>th</sup> quarter) Top 10% Graduates receive automatic admission
2. Require specific academic courses on transcript- may vary by school
3. Require letter of recommendation- 3 to 5 average requirement
4. Require essay- The Texas Common Application includes the choices for essay each year.
5. THEA & some exemptions based on the SAT/ACT required for elementary/secondary education programs
6. Listing of Community and School Clubs, organizations, awards, etc.

**4 YR PRIVATE COLLEGE/UNIVERSITY(cost 10,000 – 40,000 + yr.)**

Same as above

May require state testing (THEA) if going into elementary/secondary education degree plan.

***NOTE: These are “in-state” estimates! “out-of-state” costs/requirements can vary greatly, so contact “out-of-state” schools directly.***



## MILITARY

Many students are selecting the military as a method to obtain career training and numerous additional benefits while they commit to serve and protect our country. Recruiters generally come to the high school campus several times during the year and if you have an interest in exploring this option, opportunities are available throughout each semester. If you are unable to meet with a recruiter the following web addresses will provide details about each branch of the military.

### **Armed Forces, Military Academics, ROTC Resources:**

Air Force: [www.af.mil](http://www.af.mil) Army: [www.army.mil](http://www.army.mil) and  
[www.goarmy.com/](http://www.goarmy.com/)

Coast Guard: [www.uscg.mil/](http://www.uscg.mil/)

Marines: [www.usmc.mil](http://www.usmc.mil)

Navy: [www.navy.mil](http://www.navy.mil)

U.S. Military ROTC options: [www.todaysmilitary.com/before-serving-in-the-military/rotc-programs](http://www.todaysmilitary.com/before-serving-in-the-military/rotc-programs)

In addition, recruiting offices can be contacted directly by using the Blue Government Pages of your local phone book.

### **\* Joining the military is generally a three step process.**

1. Have a high school diploma (you are working on that)
2. Take the Armed Services Vocational Aptitude Battery (ASVAB)
  - Taking ASVAB does not mean you are joining the military - it's an excellent way for free to determine how you match with various careers. Results are considered at age 17 and the ASVAB study guide is available at local libraries and bookstores or you may go online and select study guides and / or practice tests.  
[www.military.com/ASVAB](http://www.military.com/ASVAB)
3. If you score high enough on ASVAB, after you visit with the branch recruiters to determine what career categories you meet, you can choose to enlist and at that point a physical exam will be arranged.
  - Inquire about early entry programs in each branch (boot camp summer before senior year).

**YOU MAY ALSO BE INTERESTED IN THE “RESERVE” PROGRAM.  
Talk to your recruiter about the options available!**

## **APPRENTICESHIP (On the Job Training)**

Many students are not interested in a more formal training after high school. If you prefer to earn while you learn, then researching apprenticeship opportunities is a perfect match for you!

The U.S. Department of Labor reports that over 80% (8 out of 10) of all jobs currently require a license or certification - not a college degree! These licenses or certifications can be obtained through a process called apprenticeship or on the job training.

Employers can hire you in an entry level position and start the process of training you in a specific field. In addition to your hands on work experience, there will probably be specific classroom-type hands on instruction to assist you in passing state or national exams for your license.

If you have an interest in a field of employment, contact businesses now to explore the possibility of apprenticeship as you near graduation!

Additional information is available through your local Department of Labor. See next page.

## **APPRENTICESHIP**

As a student reaches the junior year, many make an important decision regarding future success in employment by considering direct, hands on job training situations. Known as apprenticeship, it is one of the primary ways individuals start their careers.

- \* Federal funds are available to assist students who wish to investigate this valuable means of preparation for entry into the work force.
- \* Each state has an office (usually identified by contacting the local area U.S. Department of Labor) that is responsible for identifying apprenticeship opportunities in your region/state. The phone numbers are found in the “Government Pages” of the phone book.
- \* Apprenticeship may also include some required hours of classroom training/education. However, the primary focus will be the experience and knowledge gained while in the field working under the supervision of a licensed and certified technician in our field of interest.
- \* Upon completion of the required “in the field” training, state or national exams may be required to receive your certification or license.
- \* Formal technical/vocational, Jr. College or college training can be offered in many of the careers.
- \* (The office below covers the DFW area, west to Abilene, south to Waco, north to the Red River and east to the Louisiana border)

### **Bureau of Apprenticeship & Training**

**U.S. Dept. of Labor Texas Regional Office 972-850-4600**

**Website:** <http://www.doleta.gov/oa/> To get specific information by occupation, State & County of registered apprenticeship programs in the U.S.

## AGENCIES

The Texas Education Code, establishes "the respective responsibility of each agency for the provision of the services necessary to prepare student enrolled in special education programs for a successful transition to life outside the public school system." The following state agencies may be contacted to assist in this transition process. "Appropriate circumstances for referring a student, or the student's parents, to a governmental agency for services" will be determined by the ARD/IEP team.

**Texas Health & Human Services Commission (New)** [www.hhsc.state.tx.us/](http://www.hhsc.state.tx.us/)

New oversight responsibilities of all major agency categories:

- **Department of Assistive and Rehabilitative Services (DARS)** → **a DARS agency counselor is assigned to every high school in Texas!** [www.dars.state.tx.us/](http://www.dars.state.tx.us/)
  - Rehabilitation Services
  - Services for the Blind and Visually Impaired
  - Services for the Deaf and Hard of Hearing
  - Early Childhood Intervention Services
  
- **Department of Aging and Disability Services (DADS)** [www.dads.state.tx.us/](http://www.dads.state.tx.us/)
  - Intellectual Disability Services
    - State Schools
    - Community Services
  - Community Care Services
  - Nursing Home Services
  - Aging Services
  
- **Department of State Health Services (DSHS)** [www.dshs.state.tx.us/](http://www.dshs.state.tx.us/)
  - Health Services
  - Mental Health Services
    - State Hospitals
    - Community Services
  - Alcohol and Drug Abuse Services
  
- **Department of Family and Protective Services (DFPS)** [www.dfps.state.tx.us/](http://www.dfps.state.tx.us/)
  - Child Protective Services
  - Adult Protective Services
  - Child Care Regulatory Services

**All agencies acknowledge that current resources and funding levels are not adequate to meet the needs of students receiving special education services who are moving from school to adult life in Texas. Agencies and concerned citizens must actively pursue federal, state, and local resources.**

### Agencies Responsibilities for Transition Services

Receipt of Agency Services by a student is contingent upon determination of ELIGIBILITY FOR and AVAILABILITY OF that agency's services. Nothing in this part relieves any participating agency, including a state vocational rehabilitation agency, of the responsibility to provide or pay for any transition service that the agency would otherwise provide to students with disabilities who meet the eligibility criteria of that agency.

## STEP-BY-STEP LETTER FOR STUDENT AND PARENT

Handout materials provided today should be used to put a plan of action in place to assure successful exit from high school and more importantly, entrance into education, work and independent living after graduation. Nothing that we do in transition planning is to be considered an emergency, so the following is offered as a possible timeline to assist with preparation for exit.

- \_\_\_ 1. Make sure that if your district offers courses in areas of interest, that you select some of these to determine, if in fact, this is something you want to consider further. It is just as important to find out what you do not want to do as it is to find out what you do want to do. Not all districts offer the chance to take a formal course in every kind of training or job - but all offer work study programs. By using this method you could "try out" some entry level positions in the field of interest either during school (for elective credit) or during the summer as a way to earn money. Sometimes, due to the economy in the area, there are no paid positions available. In that case, there may be the possibility of volunteering your time to get some insight and experience. Using any of these methods can enhance your attempts to make a meaningful decision about your career.
- \_\_\_ 2. Most students do not plan on living at home the rest of their lives. If you are planning to get out on your own in the future you may want to take some courses that assist with instruction on what it takes to set up your own household - like independent family living, consumer economics, math models, math of money, food science, parent child development, etc.
- \_\_\_ 3. Use the phone numbers, Internet addresses, school computer programs, employment outlook materials, and school staff to gather current information about interest areas. Sometimes a job may include activities that you do not like or want to do. Your research efforts can help you eliminate these types of careers.
- \_\_\_ 4. Start gathering information, catalogues, brochures, admission requirements, etc. on any school/technical programs, apprenticeships, etc. The materials will help you understand the detail of what will be expected if you do choose to apply. You can attend college night to obtain most of this free or contact the school counselor for phone numbers.

**It's okay to change your mind. Nobody knows exactly what they might end up doing in the future, but, if you take NO action then don't expect fantastic results and the career that will provide you the opportunity to support yourself independently. So - check some things out - there are NO right or wrong careers - only opportunities. We all have things we're good at, capitalize on your strengths. We all have things we're NOT good at - stay away from careers that require those skills!**

The process is as follows:

Career/Job determines training needed (formal, on the job, military, etc)... which then determines Time and Money (how long does it take to train and how much does it cost me?)

**GOOD LUCK!** See you next year to continue planning your transition from school to work.