



When coordinating and arranging assessment services for transition students who are currently enrolled in the secondary school setting, key factors should be addressed and agreed upon by the school district, provider, and VR, prior to service initiation, which include, but are not limited to, the following:

**General time frame transition assessment services will be provided:**

- Identify number of hours student will be released during the school day
- Identify number of days per week/total number of weeks student will be participating

**Procedures for releasing students/transportation arrangements:**

- Identify who is responsible for signing the student in/out of school
- Identify who is responsible for transporting the student to/from all assessment-related activities
- Identify who is responsible for transporting the student to/from home if participation in the assessment activities interfere with the student's regular transportation (i.e. school bus)
- Identify how/when school district and/or parents will be contacted if the student becomes ill during the assessment

**Procedures for ensuring the student is able to eat lunch**

- Determine if student will eat lunch at school or provider location
- If student is on "free and reduced lunch," how will this be provided?

**Procedures for addressing student and provider absences**

- How/who will notify the provider if the student is absent?
- How/who will notify the school if provider is sick or running late?

**Procedures regarding confidentiality and liability related issues**

**Procedures for taking any necessary disciplinary action, and enforcing school-related policies when students are off-campus, to include, but not limited to:**

- Following the school dress code
- Tobacco policies

**Procedures regarding the level of student supervision expected by the school district**

**Procedures for awarding credit/coordinating classroom instruction**

**Primary contact person/phone:**

- School . . . WEC or a designated staff person
- CRP/SESP . . . case manager or evaluator
- VR . . . VR Counselor and District Supervisor