



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF LEARNING SERVICES - OFFICE OF SPECIAL EDUCATION-COMPLIANCE

**MISSOURI TRANSITION OUTCOMES PROJECT (TOP) ANNUAL BUILDING AGREEMENT**

SCHOOL DISTRICT NAME		BUILDING NAME		COUNTY-DISTRICT CODE	
DISTRICT SPECIAL EDUCATION CONTACT		DISTRICT TOP CONTACT		DISTRICT PHONE NUMBER	
DISTRICT FAX NUMBER		SCHOOL DISTRICT ADDRESS		CITY	
STATE		ZIP CODE			
COMPLIANCE COHORT YEAR		RPDC REGION		COMMITMENT YEAR SIGNED	
SPP INDICATOR 13 DATA (CHECK ONE)		MET		NOT MET	

**IMPORTANT INFORMATION REGARDING REQUIRED DOCUMENTATION**

Participants should be those individuals who are involved in postsecondary transition planning, development, and implementation of Individualized Education Programs (IEPs). Each district is required to select a minimum of three (3) staff members. Participants can include general and special educators, transition personnel, para-educators, School-To-Work coordinators, school counselors, outside agency representatives, and special education administrators. Contact your Regional Professional Development Center (RPDC) for technical assistance.

This is a multi-year (three years or more) commitment signed annually. This allows time to evaluate data, see if additional training is need within your district, and have knowledge of the expectations. TOP has been developed by Dr. Ed O’Leary to help school districts in meeting requirements in the Individuals with Disabilities Education Act (IDEA) for postsecondary transition. TOP will help your school personnel in planning to organize programs and services to prepare students for meeting their postsecondary experiences.

**MAIL or FAX the completed form to:** Special Education Compliance  
Missouri Department of Elementary and Secondary Education  
PO Box 480  
Jefferson City, MO 65102 or Fax 573-526-5946

**QUESTIONS:** Contact Special Education Compliance at 573-751-0699 or [secompliance@dese.mo.gov](mailto:secompliance@dese.mo.gov).

**ASSURANCES**

**Transition Project Participants agree to:**

- Assure compliance on all special education processes.
- Assure increased use of enhanced practices regarding postsecondary transition planning and services.
- Share ideas and strategies between buildings regarding Transition Outcomes Project.
- Collect data using the Cutting EdJ data system, participate in ongoing technical assistance and set goals for improvement.
- Report baseline and final data collection using Cutting EdJ.

**Transition Outcome Project (TOP) contact agree to:**

- Support the transition project participants.
- Maintain compliance with requirements for postsecondary transition.
- Share ideas and strategies with transition project participants.
- Share findings from initial data collection and set goals for improvement, provide ongoing technical assistance, and report baseline and final data collection in the Cutting EdJ Data System.
- Develop an action plan for improvement that includes goals, activities, and timelines.

**District Superintendent and Special Education Director agree to:**

- Identify project participants (including a general or special education administrator who will remain involved with ongoing technical assistance activities).
- Commit to improving post-school outcomes of students with disabilities.
- Provide time for project participants to go through the TOP training and conduct IEP reviews.
- Provide administrative support to staff involved in TOP.
- Share ideas and strategies with other districts.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

**ASSURANCES (CONT'D.)**

Building Principal agree to:

- Identify areas of need for technical assistance about TOP within your building.
- Use the data to improve building outcomes.
- Identify any staff that needs training about TOP.
- Share ideas and strategies with other buildings within the district.
- Provide administrative support to staff involved in the project.
- Set aside time for TOP participants to attend training and/or receive technical assistance on the TOP process.
- Provide time to review files, establish baseline, collect and report data in the Cutting EdJ Data System and set goals for improvement.

**TRANSITION PROJECT PARTICIPANTS**

SIGNATURE OF SUPERINTENDENT	DATE
SIGNATURE OF PRINCIPAL	DATE
SIGNATURE OF SPECIAL EDUCATION DIRECTOR	DATE
SIGNATURE OF TOP CONTACT	DATE
SIGNATURE OF TRANSITION PROJECT PARTICIPANT	DATE
SIGNATURE OF TRANSITION PROJECT PARTICIPANT	DATE
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