

LETTER OF COMMITMENT
2015 Transition Training Institute

June 16-18, 2015

Osage Beach, MO

The Office of Special Education in partnership with Vocational Rehabilitation, the Department of Mental Health, Division of Workforce Development and Missouri Centers for Independent Living are offering the 2015 Missouri Transition Training Institute (TTI). The title of the Institute is, “NAVIGATING LIFE’S SUPERHIGHWAY: FORMING CROSS AGENCY PARTNERSHIPS AT THE LOCAL LEVEL”. This year’s Institute is designed as a working institute partnering school districts with staff from Vocational Rehabilitation, the Department of Mental Health, Division of Workforce Development and the Centers for Independent Living which serve that local district. This year’s Institute is targeting districts who wish to improve the post school outcomes for students with disabilities by developing a Community Based Action Plan. Districts must agree to the following requirement to be eligible to attend.

- Participation from a minimum of 3 district staff: Special Education Transition personnel, General Education Teacher or Guidance Counselor, and a building-level, or higher, administrator.
- Identification of a Team Leader to work with the Office of Special Education in up to and during the TTI.
- Agree to complete a “Quality Indicators” survey prior to the Institute to be evaluated by the Missouri Transition Coalition.
- Commit to implementing the plan in the school year 2016.
- Agree to follow up meetings with state level staff in the school year 2016.
- A signed “Letter of Commitment” to meet the above criteria.

Once a school district has agreed to the above requirements, the Office of Special Education will work with the other partnering agencies to identify the local staff which serves that district and invite them to attend, creating a community team for your district.

To build capacity for improving transition education and services, a continuous improvement model is used to support strategic planning at the school or district level. District teams who attend the Institute will participate in team meeting sessions, in addition to attending content sessions that are based on the needs of the local teams. The team meetings will be facilitated by a neutral person and are designed to move a team through a process of reviewing data, highlighting strengths and needs, and developing an action plan with goals and evaluation components. The content sessions are chosen with the intent of providing strategies, information, and guidance to the teams as they implement their plan back in their districts. By the end of the institute, the local teams will have a working community action plan on transitional services to take back and implement.

For more information visit: <http://dese.mo.gov/special-education/effective-practices/statewide-training-opportunities>

Please provide the following information

District			
Team Leader		Title	
Phone #		Email	
Team Member 1		Title	
Phone #		Email	
Team Member 2		Title	
Phone #		Email	

Additional team members to attend.

Team Member		Title	
Phone #		Email	
Team Member		Title	
Phone #		Email	
Team Member		Title	
Phone #		Email	

Please list below any local service agency staff who currently work with your school district on transition services. This will allow us to match appropriate service agency staff with your district to form the District Community Team for the institute.

Agency	Name	Title
Vocation Rehabilitation		
DMH Regional Offices		
Centers for Independent Living		
Local Career Centers		
WIA Youth Service Providers		
SB40 Board		
Mental Health Center		
Other		
Other		
Other		

By signing this Letter of Commitment, my district agrees to all the criteria for participating in the 2015 Missouri Transition Training Institute.

Signature	Title
Date	

Digital signature is acceptable. Please submit completed form to John.stains@dese.mo.gov. For more information contact John at 573-751-0225. **Form must be submitted by April 15, 2015.**