

**School District of Palm Beach County Exceptional Student Education Department
Transition Programs for 18-22 Year Olds
Guidelines & Application**

The Application Process includes the following guidelines:

1. Student and parent(s) review attached Program Eligibility Criteria and Program Overview.
2. Student and parent(s) should visit the Transition Program to observe the culture and meet the instructor prior to completing the application to the transition program.
- 3. Student and parent(s) requests an IEP Team meeting to consider Program Eligibility Criteria and complete IEP Team Application Eligibility Worksheet which must be submitted with application.**
4. Completed application with support documentation must be received by **January 29, 2021**.

**School District of Palm Beach County, Exceptional Student Education Department
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5. Students who meet the eligibility criteria per submitted application documents will be contacted to schedule an appointment for the Readiness Activities. The Activities are expected to be held on specific dates at the end of February 2021. There will be no additional dates scheduled. Details will be communicated to students who are eligible to attend Readiness Activity Days. Participation in Readiness Activities does not guarantee the applicant will be accepted into a District Transition Program.
6. Students will be notified of Readiness Activities results the week of March 29th, 2021. An IEP meeting will be scheduled as needed.

Please type or print the application in ink. The application may be completed by the student independently or with assistance. The applicant, his or her parent/guardian, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information.

Application Checklist

- Completed Application Packet**
- IEP Team Application Rubric**
- Current Individual Education Plan (IEP) including Transition Goals**
- Vocational Assessment (if available)**

PLEASE NOTE: ALL REQUIRED DOCUMENTS MUST BE COMPLETE AND SENT WITH THE APPLICATION IN ORDER TO BE CONSIDERED. A submitted application does not guarantee the applicant will be invited to attend Readiness Activities and/ or be accepted into the Transition Programs.

All information contained in application will be kept confidential.

Court Guardianship Documentation (if applicable) to be submitted upon acceptance to program.

Government issued photo ID and Social Security Card/ Work Authorization must be presented upon enrollment in program.

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To be considered for the Transition Programs, a student must:

- Be an Exceptional Education Student who has an IEP with prescribed transition services, has met graduation requirements (with a Special Diploma or a deferred Standard Diploma), and resides within the School District of Palm Beach County boundaries.
- Be between the ages of 18-21.
- Demonstrate the ability to conduct oneself responsibly in social, private, and/or personal settings without staff assistance. Exhibit socially responsible behavior when unsupervised.
- Have a Transition Individual Education Plan (TIEP), with paid employment as a goal/student desire.
- Be motivated to work and learn the vocational/academic skills necessary for paid employment.
- Be independent in the areas of personal hygiene, toileting, grooming and dress in appropriate school or work attire.
- Possess the ability, physically or with adaptive equipment, to move from one location to another without staff assistance or supervision.
- Possess the ability, physically or with adaptive equipment, to feed oneself independently.
- Present a means to independently communicate and is able to communicate name/ emergency contact information in a form comprehensible to strangers.
- Function independently without one on one supervision in all settings including transportation.
- Function without therapeutic and/or mental health services during program hours.
- Be independent in self-administering medication(s) as prescribed, as necessary.
- Demonstrate consistent school attendance and punctuality.
- Be able and willing to utilize transportation independently to and from program sites.
- Have the ability to cross streets at major intersections safely with no supervision or assistance.
- Have a state ID and Social Security Card or Work Authorization in order to obtain employment by date of enrollment in program.
- Able to pass a background check or drug test as required by potential employer.

Current School District Program Locations

Boynton Beach - Jim Dack 561-707-5957

Delray Beach - Natalie Maloney 561-248-0608

Lake Worth - Patricia Beck 561-248-9665

Palm Beach Gardens - Danielle Morris 561-209-4344

Royal Palm Beach - Brandon Keene 561-800-7927

West Palm Beach - Jim Proctor 561-352-7985

If you are interested in applying for the Transition Programs, please contact one of the program teachers listed above to schedule a visit.

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Mission

The Transition Programs provide students an opportunity to interact with peers through transition instructional activities, integrated job training and activities in an age appropriate setting while working toward the goal of gainful employment and community independence.

Program Goals for Students

- Increase level of independence
- Become contributing and integral members of their local community
- Develop skills to obtain competitive employment in their field of choice
- Prepare to suitably interact with age appropriate peers
- Increase social and communication skills across all settings
- Improve self-determination skills
- Increase confidence level
- Develop age appropriate leisure and recreation interests
- Engage the support of adult service agencies before exiting the program

Work Experience:

- **Non-paid job training:** Students will receive career exploration and training from School District staff and jobsite supervisors at various work sites such as, but not limited to, maintenance, clerical or food service.
- **Job Shadowing Experiences:** Students will be given the opportunity to job shadow in their job interest area.
- **Competitive Employment:** District Transition staff and/or adult agencies will guide the student in obtaining competitive employment after the career experience. Job training will be provided as needed.

Instruction:

- Students will receive instruction in life skill curriculum areas.
- Instruction takes place in various areas designated for program use within the community.
- Instructor, Job Trainer and other district staff, along with job site supervisors, work collaboratively to provide job-training instruction at rotating job sites.

Community Involvement Orientation and Assimilation:

- Students will interact with age appropriate peers in employment and recreational activities
- Students and families will be linked with outside agencies.
- Students will participate in Community Based Instruction to access social and leisure/ recreation activities in the community.
- Students will receive support from other School District program and curriculum staff as needed.

Curriculum Areas Based on Individual Student Needs May Include:

Self-Determination and Self-Advocacy

Employability Skills

Financial Literacy

Interpersonal Communication and Social Skills

Orientation and Assimilation into Community Activities

Computers & Technology

Career Exploration

Public Transit System Travel Training

Essential Life & Daily Living Skills

Functional Skills

INDEPENDENT LIVING AND HEALTH CARE:

Medications/Dosage/Time of day taken by student:

I do not take medication

Medication	Dosage	Time of Day Taken	Student is able to take medications independently? Yes/No

BEHAVIORAL SUMMARY:

1) In the last year, have you had any discipline action for misconduct at school? Yes No

If yes, please explain: _____

2) Have you ever been convicted of and/or have charges pending for any criminal offense? Yes No

If yes, please explain: _____

WORK EXPERIENCE BACKGROUND:

List work experiences you have in school or in the community. Additional space is available on the next page, if needed.

Employer: _____

Job Title: _____ Paid Unpaid

Date: (month/year) from _____ to _____

Job Duties:

1.) _____

2.) _____

3.) _____

4.) _____

Supervisor's Name: _____ Phone Number: _____

Employer: _____

Job Title: _____ Paid Unpaid

Date: (month/year) from _____ to _____

Job Duties:

1.) _____

2.) _____

3.) _____

4.) _____

Supervisor's Name: _____ Phone Number: _____

Employer: _____

Job Title: _____ Paid Unpaid

Date: (month/year) from _____ to _____

Job Duties:

1.) _____

2.) _____

3.) _____

4.) _____

Supervisor's Name: _____ Phone Number: _____

Do you plan to work during the school year, in addition to being in the Program? Yes No

If yes, where? _____ How many days/hours? _____

Have you ever been fired from or quit a job? Yes No

If yes, please explain: _____

Do you like to work inside or outside? _____ Do you like to work alone or with others? _____

Do you work around the house? _____

What kind of jobs do you do around the house? _____

Do you like to work with your hands and build things? _____

Do you think you would like to work in an office? _____

Is there any special job that you think you would be good at doing? _____

Do you have a cell phone? Yes No Do you send text messages? Yes No

Do you use a computer and send email? Yes No

Do you actively use Facebook, Twitter or any other social media accounts? Please list:

What is your career/employment goal after completion of Transition Program? Full time Part time

I would like to work in the _____ career field.

I would like a job as _____.

STUDENT GOALS AND INTERESTS

List two of your goals for the future in each area:

Academics/Education:

Careers/Jobs:

Social/Personal:

Please answer the following questions to the best of your ability. Answers should be brief. Information you provide may be used during the interview. Discuss any activities, hobbies, and/or groups (for example, social, volunteer, civic organizations) in which you participate.

Do you have any special hobbies or projects that you like to do at home?

What activities do you do for fun? (for example, social, volunteer, or civic organization participation)

Please describe your academic strengths, interests and areas that need improvement.

How do you think you learn best and why? (Small groups, extra time, etc.)

Do you spend time with friends outside of school? Yes No

Why would you like to participate in one of the Transition Programs?

List some topics you would like to learn more about.

LIST THREE CURRENT TEACHERS:

School	Name	Phone Number	Email Address	Subject Area

We will be contacting your current teachers for a reference.

By submitting my signed application:

- I give my consent to participate in the Readiness Activities process.
- I give my consent to contact my teachers for references.
- I understand that I will need to be able to pass a Pre-Employment background check or drug test as required by some potential employers.
- I understand that Government issued photo ID and Social Security Card/ Work Authorization must be presented upon enrollment in program in order to obtain employment.
- I certify that all information contained in this application is true and complete to the best of my knowledge and understand that any false statements or omissions may cause my application or enrollment status to be refused.

Applicant's Signature

Date

Parent/Guardian's Signature

Date

This application has been completed by (if other than applicant):

Name

Title

Phone Number

Signature

Date

NOTE: During the Readiness Activities process, be prepared to discuss:

- Things you learned in school
- Things you do for fun
- Responsibilities at home
- Work experience
- Things you do in the community
- Career goals
- Job skills you would like to learn
- Things you need to learn to be more independent

School District of Palm Beach County

Non-Discrimination Statement

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

Spanish

Comunicado sobre la No-Discriminacion

El Distrito Escolar del Condado de Palm Beach prohíbe la discriminación en la admisión, acceso o empleo en sus programas y actividades basándose en la raza, color, nacionalidad, sexo u orientación sexual, estado civil, edad, religión, discapacidad, información genética, identidad o expresión del género o cualquier otra característica prohibida por la ley. La Junta Escolar también provee acceso equitativo a Boy Scouts y a otros grupos juveniles designados.

Creole

Deklarasyon Kont Diskriminasyon

Lomita Dirijan Distri Lekol Rejyon Palm Beach, Flo rid, entedi diskriminasyon pandan admisyon oswa pou gen akse, oswa travay nan pwogram ak aktivite li yo, sou baz ras, koule, nasyonalitye, seks oswa oryantasyon seksyèl, kondisyon matrimonyal, laj, relijyon, andikap, enfòmasyon jenetik, ekspresyon preferans oswa idantite seksyèl, oswa nenpot lot karakteristik lalwa entedi. Komite Dirijan Distri Lekol la bay akse legal tou ak oganizasyon Eskout pou ti gason yo ak lot kalite gwoup jen yo idantifye.