

## Transition Compliance Checklist

| WHAT IS REQUIRED?   | WHERE SHOULD IT BE DOCUMENTED   |
|---|---|
| Students are invited to their IEP/transition planning meetings and notified of who will be in attendance.   | Invitation to Conference.<br>Student signature on plan.   |
| Parents are invited to the IEP/transition planning meetings and notified of who will be in attendance.  | Invitation to Conference.<br>Parent signature on plan.  |
| Schools invite appropriate adult service agency personnel to the IEP/transition planning meetings.  | Invitation to the meeting. Adult service provider signature on the plan.  |
| Student/family preferences, interests, and needs are considered during the planning process and student/parents have an opportunity to give input   | Locally designed parent/student surveys, anecdotal notes, assessments, and evaluation reports.  |
| Transition planning begins no later than age 16 and as early as age 14 if needed.   | Transition component of IEP in place.   |
| A statement of needed transition services in instruction, community experiences, development of employment, and other post-school adult living objectives and, if appropriate, acquisition of daily living skills and functional vocational evaluation. | Post-secondary goals in employment, residential, post-secondary education and recreation/leisure and transition activities for each area documented on the transition component of the IEP. |
| Agency responsibilities and linkages are indicated on the transition component of the IEP.  | Indicated under responsible persons for goals and transition activities.  |
| Students have equal access to any program with reasonable accommodations made as needed.  | Services and modifications indicated on the IEP.  |