EFFECTIVE TRANSITION PRACTICES

A Report on Effective Transition Practices in Florida’s School Districts

Revised
September 2006

The Transition Center at the University of Florida
Career Development and Transition Project
Introduction

At the request of the Florida Department of Education, Bureau of Exceptional Education and Student Services, The Transition Center at the University of Florida, Career Development and Transition Project, sponsored the first statewide meeting of District and FDLRS Transition Contact Persons on September 6 and 7, 2001, in Orlando, Florida. Individuals representing school districts and FDLRS Associate Centers participated in the meetings.

Many districts and FDLRS Centers reported effective transition practices, including curriculum and/or activities, assessments, and development of special materials or products. This report provides the information gathered through the 2001 Transition Contact Meeting. Information has been updated at the Joint Projects Meeting annually as follows:

• St. Augustine, Florida: April 22 and 23, 2002
• Orlando, Florida: September 19 and 20, 2002
• Jacksonville Florida: September 11 and 12, 2003
• Tampa, Florida: November 15 and 16, 2004
• Altamonte Springs, Florida: September 27 and 28, 2005
• St. Petersburg, Florida: September 28 and 29, 2006

This report in no way reflects all of the effective practices throughout the state related to transition. Additionally, no formal data has been collected to evaluate the effectiveness of practices listed. It is simply a compilation of self-reported information on current practices identified by specific districts or FDLRS Centers, which in their opinion represent effective transition practices.

For additional information contact:
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District: Alachua

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Information provided by: Rosalind Hall, Veita J. Carter and Angela Jones
Former District Transition Contacts

Effective transition practices:
• Annual “Agency Showcase” for parents, students, and school staff
• Life Planning Team meeting for 12th grade students and their parents to meet with representatives of various community agencies
• Non-Paid Work Experience (Community-Based Training)
• Special Diploma Option 2
• Annual Career Day
• Monthly Interagency Council Meetings
• Career Placement Opportunities
• Community College “Open House”
• Parent Nights and Family Workshops on Diploma Options, Postsecondary, Curriculum, etc.
• Monthly CBT meetings with Teachers and Job Coaches
• Use of Parent Liaisons to disseminate transition information
• “Showcase on Wheels” to visit community agencies
• EXCEL Linkages Council
• Teacher/Agency Focus Groups

Curriculum and/or activities used:
• Dare to Dream
• Life Center Career Education (LCCE)
• ChoiceMaker: Self-Directed IEP
• ChoiceMaker: Choosing Personal Goals
• Transition to Post-Secondary Education
• Choices
• CBVA
• Magellan
• Standing Up for Me
• Transition and Life Management Course
• Career Education Courses
• High School/High Tech

**Transition assessments used:**
• ChoiceMaker: Self-Directed IEP  
• ChoiceMaker: Choosing Personal Goals  
• LCCE  
• Brigance Employability Skills and Life Skills  
• Career Interest Inventories  
• Transition Questionnaire

**Special materials or products developed by district for transition:**
• High School Transition Student Questionnaire Form  
• Agency Information and Referral Guide  
• Graduation Training Plan and Guidelines for Special Diploma Option 2  
• Diploma Options Brochure designed for parents of elementary students  
• Community-Based Transition/Instruction Fliers
District: Baker

Contact: Gayle Albritton, District Transition Contact
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292 Jonathan Street E.
Macclenny, Florida 32063

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Information provided by: Debra R. Melton

Effective transition practices:
• Parent Night on Transition
• Project CONNECT
• On-the-Job Training
• Self-Determination Training
• Transition to Independence Project
• Option 2

Curriculum and/or activities used:
• Dare to Dream
• Practical Arts Class for OJT Students
• Diploma Handbook
• Focus Groups

Transition assessments used:
• Career Centers
• Transition Planning Inventory
• Brigance Employability Skills

Special materials or products developed by district for transition:
• Agency Contact Directory
• Transition Brochure
District: Brevard

Contact: Sandy Dacri, District Transition Contact
School Board of Brevard County
Educational Services Facility
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

Phone: (321) 631-1991 ext. 422
Fax: (321) 631-3589
E-mail: dacris@brevard.k12.fl.us

Information provided by: Heather Mack/Kathy Lowe

Effective transition practices:
• Transition Support Services
  o World of Work Program (WOW) 8th Grades
  o Practical Application of Career Experiences 9th – 10th Grades
  o Learn to Earn Internships 11th Grade
  o Job Placement/Supported employment 12th Grade +
  o Project SEARCH
• Learner Empowerment through Agency Partnerships (LEAP) 18 - 21 – Adult
• Project Success Adult Education Program (adults 16 and older, funded by IDEA and Workforce)
• CBI Labor Law Inservice for all middle and high school teachers with students pursuing special diplomas

Curriculum and/or activities used:
• Agency Services Poster disseminated to all District School ESE Contacts
• Standing Up for Me and Standing Up for Me for Adults
• Steps to Self-Determination (High School and Adult Sites)
• New Hats
• Teaching Self-Determination and Pro Ed Transition Series materials disseminated to all secondary ESE Contacts
• Transition Brochure disseminated to all secondary teachers and counselors
• Directory of Services Notebook disseminated to all ESE secondary teachers
• Information Exchange (held at local mall)
• Transition Brochure
• Directory of Services Brochure
• Videos, Transition Support Services, LEAP, Project Success
• Text books tied to Life Management and Transition for the specific course at the high schools for students at the independent level, seeking special diplomas
• Updates on District Website: Interagency Council brochures, poster, Directory of Services
Transition assessments used:
• PASS-D
• LCCE
• TPI
• STEPS
• Life Skills
• Locally developed CBVAs
• ProEd Transition Assessment Book
• Career Explorer
• E-choice
• Facts.org

Special materials or products developed by district for transition:
• Transition Brochure
• Directory of Services Notebook and Brochure
• Website for Interagency Council linked to School Board Website
• Interagency Council Presentation (Agency Services)
• Special Diploma Option 2 Manual (published and disseminated to all secondary teachers – Revised 2003)
• Implementation Guide to Special Diploma (published and disseminated to all secondary schools)
• ESE County Plan: Special Diploma Charts and Choices Addendum/GED section added
• Purchase of seven additional vans for non-paid work experience, and four additional vans in 2003-2004
• Partnership and contract services for job site development
• Three videos on Transition Support Services Continuum
• Transition Poster
• CBVAs
• Career and Transition Portfolio
• Labor Laws Poster
• Interagency Council Poster (Agency Services)
• Excent IEP and Agency Participation Line
• Legislative Task Force Interagency Council Letter of Support (Board of County Commissioners, Area Transportation Director)
District: Broward

Contact: Mr. Louis Ruccuolo, District Transition Contact
Ms. Denise Rusnak, ESE Director
Exceptional Student Education
Broward County School District
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Denise.Rusnak@browardschools.com

Information provided by: Patrick Mulvihill and Denise Rusnak
Update provided by: Linda Mills, Anne McKinley, Louis Ruccuolo

Effective transition practices:
• College Night/Transition Night
• Interagency Agreement
• Project CONNECT
• CBVA/MOCPs
• Twenty (20) Job Coaches
• Monthly Training/Support for Job Coaches
• Training for Staff in Transition Planning, CBI, Self-Determination
• Parent Training
• Transition IEP Trainings
• Self-Determination (Dare to Dream, Choosing Personal Goals, Choosing Employment Goals, Become Your Own Expert, New Hats) Training
• Supported Employment Training (for students with significant disabilities) Technical Centers and High Schools
• 18 – 21 Services
• Community-Based Instruction Training
• PATH Plan for Interagency Council
• Linking Assessments to Transition Training
• Hiring Practices Subcommittee

Curriculum and/or activities used:
• Self-Determination Curriculum introduced to 30 high schools
• Life Centered Career Education (LCCE) - 30 high schools trained
• Job Observation Behavior Scale (JOBS) - Supported Employment Assessment
• Standing Up for Me
• Dare to Dream
• New Hats
Transition assessments used:
• Brigance Employability Skills
• Practical Assessment Exploration System (PAES)
• Job Observation Behavior Scale (JOBS)
• Life Centered Career Education (LCCE)
• ACT/Discover
• Career Scope
• Situational Assessments (community sites)

Special materials or products developed by district for transition:
• Transition Service Directory (updated annually)
• Planning Guide for Secondary ESE Specialist
• Job Coach Manual
• Diploma Options Brochure
• Student Portfolios for Employment
• Developmental Disabilities Brochure
• Drop Back In Brochure
• It’s Your IEP Student Brochure
• Transition Services Provider Handbook/Website
• “Why Apply to APD for Med Waiver” Handout
• “Developing Your Own IEP” Handout
• “Drop Out/Drop Back In” Brochure
• “Why Hire People with Disabilities” Brochure
District: Charlotte

Contact: Joann Hulet, District Transition Contact

Address: Charlotte County Public Schools
        Exceptional Student Education
        1445 Education Way
        Port Charlotte, FL 33952

Phone: 941-255-0808 ext. 3133
Fax: 941-255-7585
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Information provided by: Joann Hulet

Effective Transition Practices:
• Project Connect
• Transition Activities in middle and high school (daily living, employability skills, and community based instruction)
• Career Experience Opportunities
• Career Placement Opportunities
• Special Option II Diploma Opportunities
• Dual Enrollment at the Charlotte Technical Center
• Job Coaches at high schools
• School to Career Task Force Committee
• Agency Involvement at transition IEP meetings
• College Night
• Participation in Disability Mentoring Day
• ESE Parent Fair
• Career Connections Program
• Interagency Council-being developed this year

Curriculum And/Or Activities Used:
• Simply Careers
• Dare to Dream
• Choices
• Facts.org
• Career Education Courses
• Career Cruisers
• Career Education as part of wheel in middle schools

Transition Assessments Used:
• Brigance Life Skills and Employability Skills
• Career Interest Inventories
• TABE at the Charlotte Technical Center
• ASVAB
• PLAN
• Employer evaluations

**Special Materials Or Products Developed By District For Transition:**
• Career Connections brochure and power point
• A-3 transition IEP
• Diploma Option manual (1999)
• Transition Planning Guide (1998)
• Being developed this year
• Directory of Services brochure
• Diploma Option brochure
• Interagency Release Form
• Student/parent IEP planning form
District: Citrus

Contact: Mr. Karl Amundson, District Transition Contact
Exceptional Student Education
Citrus County School District
1007 West Main Street
Inverness, Florida 34450-4698

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Information provided by: Karl Amundson

Effective transition practices:
• Transition activities (daily living skills, employability skills, and occupational training) at middle and high school, 6th through 12th grades
• Vocational Instruction in the Community (five job coaches at job sites for career awareness and exploration)
• WIA (three job coaches)
• OJT/Career Placement model with Option 2
• Parent Nights and Family workshops, diploma options, LCCE and ESE Curriculum, etc.
• Job Coach monthly meetings (include topical issues and student needs assessment conferences)
• Project CONNECT site with an active interagency council: Student Transition and Resource Team (START)
• Parent Resource Persons (assist with transition and IEP process and options)
• 18 – 21 Services for Students with a Special Diploma (Designed for students for whom the IEP team determines would benefit from an educational class and employment activities at the local Career and Technical Center with and ESE Teacher and 2 Job Coaches)

Curriculum and/or activities used:
• Life Centered Career Education (LCCE) 6th through 12th grade, one upper elementary, focusing on daily living skills, personal and social skills occupational guidance, and self-determination
• Full Life Ahead
• Career Education and Job Preparatory Course in Career and Technical Education Center programs and/or off-campus work programs
• Self-Determination
• MOCPs
• ESE teacher curriculum representatives work on core curriculum materials, SSS for Special Diploma, and integration of FDOE initiatives (Self-Determination, etc) in our curriculum and IEP process.
• Dare to Dream
Standing Up for Me

Transition assessments used:
- Curriculum-Based Vocational Assessment (CBVA)/Situational Assessment on the job at the technical center
- Futures Planning for Students: Planning Alternative Tomorrows with Hope (PATH)
- Choices with modifications
- Career Scope

Special materials or products developed by district for transition:
- Transition Portfolio (Electronic on Filemaker Pro)
- Forms and Process
- Website for START: Directory of Agencies and Services
- CBVE (Non-paid work experience)
- Career Placement/Supported Competitive Employment with Follow-Along
**District:** Clay

**Contact:** Molly McNerney, District Transition Contact  
Clay County School District  
23 South Green Street  
Green Cove Springs, Florida 32043

**Phone:** (904) 272-8100 ext. 2637  
**Fax:** (904) 284-6533  
**E-mail:** mmcnerney@mail.clay.k12.fl.us

**Information provided by:** Molly McNerney and Gay Corbin

**Effective transition practices:**
- CBVE with student eligible for mentally handicapped, emotionally handicapped, and severely emotional disturbed at three high school
- CBI with junior high and high schools

**Curriculum and/or activities used:**
- Dare to Dream
- Self-Advocacy (specific course and integrated into other curriculum areas)
- Standing Up for Me

**Transition assessments used:**
- Teacher input

**Special materials or products developed by district for transition:**
- College bound brochure (under development)
- CBVE Brochure
- Diploma Options
- Parent Booklet with various topics addressed
- Brochure on Self-Determination
District:  Collier

Contact:  Allman Todd, District Transition Contact
          Collier County School District
          5775 Osceola Trail
          Naples, FL  34109

Phone:  (239) 377-0120
Fax:  (239) 377-0158
E-mail:  ToddAl@collier.k12.fl.us

Information provided by:  Pat Lytton

Effective transition practices:
  • Transition Folder
  • A.C.E. dual enrollment with ESE support at Technical Center
  • L.I.F.E. learning linkage to Technical Center
  • Self-Determination Training (middle school pilot at all middle schools)
  • Self-Determination Training (high school pilot)
  • TACTICS (Transition Fair, Brochure)
  • Restructuring TMH program to Transition Class
  • FDLRS Support

Curriculum and/or activities used:
  • New Hats
  • Seven Habits of Highly Effective Teens

Transition assessments used:
  • Choices
  • R.F.I.I. for non-readers
  • ASVAB

Special materials or products developed by district for transition:
  • LIFE and Self-Determination Training Curriculum Guides
  • LIFE Video
  • Transition Brochure
District: Columbia
Contact: Ms. Beckie Longshore
Columbia County School District
444 West Duval Street
Lake City, Florida 32055
Phone: (386) 755-4947
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Information provided by: Beckie Longshore

Effective transition practices:
• Vocational Rehabilitation and Progressive Employment Services Interagency Communication
• Semester program at local ARC for TMH/PMH students
• Project CONNECT
• MOCPs
• CBI
• Transition Conference for Parents
• Crown Workforce Development High School/High Tech
• Diploma Options Parent Night
• VR Third Party Agreement

Curriculum and/or activities used:
• Dare to Dream
• Simply Careers!
• LCCE Standing Up for Me
• SAGE by Pesco
• Phillip Roy – Life Skills, Basic Living Skills, Daily Living Skills
• Self-Determination Training at all middle schools

Transition assessments used:
• The 411 on Disability Disclosure (ODEP and NCWD for Youth)
• Dare to Dream
• LCCE
• Standing Up for Me
• SAGE by Pesco

Special materials or products developed by district for transition:
• Special Diploma and Standard Diploma Senior Packets
• Agency Matrix for Transition Services
**District:** Dixie

**Contact:** Ms. Cathy Capo, ESE Parent Liaison  
Mr. James Bray, ESE Director  
Dixie County School District  
P. O. Box 890  
Cross City, Florida 32628

**Phone:** (352) 498-6209  
**Fax:** (352) 498-1308  
**E-mail:** cathycapo@dixie.k12.fl.us

**Information provided by:** Cathy Capo

**Effective transition practices:**
- Florida Crown Workforce Job Search
- VR training for ESE Seniors
- Local Arc (Comprehensive Community Services) talking with students with developmental disabilities

**Curriculum and/or activities used:**
- Dare to Dream
- Simply Careers

**Transition assessments used:**
- Choices (8th graders take career inventory)

**Special materials or products developed by district for transition:**
- NA
**District:** Duval

**Contact:** Mr. Darrell Cooper, District Transition Contact  
Duval County School Board  
ESE, 4th Floor  
1701 Prudential Drive  
Jacksonville, Florida 32207

**Phone:** (904) 390-2444  
**Fax:** (904) 390-2904  
**E-mail:** cooperd@educationcentral.org

**Information provided by:** Darrell Cooper, Charlotte Temple, and Leslie Allen

**Effective transition practices:**
- Center School Agency Fairs (evening programs)
- Interagency Collaborative Working Agreements
- School Counselor Assignments
- Inviting Agency Personnel to Transition IEP meetings
- Agency Personnel attending Transition IEP meetings
- *Project CONNECT*
- Job Coaches for Community-Based Instruction (8th – 12th grade; TMH, PMH, EMH, EH, Autistic)
- Job Coaches for Supported Competitive Employment
- Working with UNF to develop postsecondary program
- Transition Directory distributed to schools
- Cross trained team to be available for IEPs and presentations

**Curriculum and/or activities used:**
- Dare to Dream (8th – 12th grades)
- ChoiceMaker: Choosing Employment Goals, Choosing Education Goals, Choose and Take Action, Self-Directed IEP
- STEPS
- Tools for Success Family Conference
- Wright’s Law Conference
- Barbara Bateman – Transition IEP
- Family as Faculty
- Standing Up for Me
- Eaton Coull products on Self-Advocacy
- CBI
- Life Centered Career Education
- High School/High Tech
Transition assessments used:

- Career Interest Assessments
- 8th grade Career Interest Inventory (District-wide)
- Performance Based Assessment
- ARC Self-Determination Scale
- Individual Interest Assessment
- Vocational career Assessment
- Career Interest Assessment

Special materials or products developed by district for transition:

- District Transition Procedures Booklet
- Special Diploma Option 2
- Website and Brochures (under development)
- Special Places, Special People (notebook of community services to parents, teachers, professionals)
- District Transition Resources booklet
- Transition Directory
- CBI Brochure/Forms for Implementation
- Supported Employment Brochures
- Job Coaching Roles Information Sheet
**District:** Escambia

**Contact:** Ms. Melinda W. Poe, District Transition Contact  
Mr. John Bouchard  
J. E. Hall Center/ESE Dept.  
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Pensacola, Florida 32503

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(850) 469-5593

**Fax:**  
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(850) 429-2947

**E-mail:** mpoe@escambia.k12.fl.us  
jbouchard@escambia.k12.fl.us

**Information provided by:** Melinda Poe and John Bouchard

**Effective transition practices:**
- Quarterly Interagency Council Meetings
- Option 2 Program collaborating with community agencies
- Eight Parent Liaisons assigned to every school in our county to work with parents
- On-the-Job Training (OJT) Program in every high school
- Community-Based Instruction at secondary level throughout the district
- Vocational Rehabilitation (VR) Counselors assigned to every high school
- Very successful 18-22 year old program for ESE students returning for ESE services after receiving a Special Diploma
- Job Coaches / Supported Competitive Employment
- Collaboration with mental health agency to provide vocational training and job placement for students who have behavioral and emotional needs
- Vocational Exploratory Program (VEP)/middle school ESE vocational program
- Community Services Information Fair
- Organizational Presentations
- *Project CONNECT*
- Partnerships with employers and agencies
- Use of conference telephones for Transition IEPs

**Curriculum and/or activities used:**
- Agency Displays/Brochures
- Student Activity Sheet related to Agency Services
- Monthly Interagency Screening (includes parent(s) & student) for Option 2
- OJT program uses the course: Career Placement
- Quarterly ESE Newsletter to school district administrator, ESE teachers, employers & parents of students served in ESE
- OJT sponsors and participates in Halloween the YMCA Way for students with disabilities
- Focus groups established for Project Connect initiative
Transition assessments used:

- Evaluation/Feedback Form
- OJT Interest Inventory Form
- Vocational Assessments provided by Vocational Rehabilitation
- OJT/VEP student evaluations
- VEP Career Profile provided for every VEP student moving up to 9th grade
- Critique forms for agencies and teachers who participate in the Community Services Information Fair
- Piloting Curriculum Based Vocational Assessment (CBVA) in OJT program district-wide

Special materials or products developed by district for transition:

- OJT and ESE Display Boards
- Agency Written Input Form
- Diploma Options Brochure
- OJT Program Brochures (one for employer and one for student)
- ESE Newsletter
- 18-22 Program Brochure
- Tote bags, pens, and notepads for students who attend the Community Services Information Fair
- Parent Transition Handbook (for transition planning)
- Teacher Transition Notebook (contains information helpful to effective transition planning)
District: Florida School for the Deaf and Blind

Contact: Ms. Kathy Mignery
Florida School for the Deaf and Blind
207 North San Marco Avenue
St. Augustine, Florida 32084-2799

Phone: (904) 827-2803
Fax: (904) 827-2518
E-mail: migneryk@fsdb.k12.fl.us

Information provided by: Kathy Mignery

Effective transition practices:
• Middle School – Career Exploration and Vocational Wheel
• High School – Variety of vocational course offerings and FSDB and First Coast Technical Institute
• Work Experience Programs with job coaching
• Career Education for sophomores
• Post-School Adult Living for seniors pursuing special diplomas
• Independent Living Skills for continuing students, students who are blind, and students utilizing dorms

Curriculum and/or activities used:
• Dare to Dream (High School Career Education Classes)
• Walk About videos
• Enter Here videos

Transition assessments used:
• Choices (High School Career Education Classes)

Special materials or products developed by district for transition:
• Job information sheet to use with Career Exploration and Career Education courses
• Working on completion of CBVAs for all vocational classes
• Keys to Success at School and Work Posters in all middle and high school classes
• Career Concept of the Month Poster in all elementary classrooms
• Web site featuring career development activities
District:  FDLRS/NEFEC

Contact:  Ms. Sarah Azula
          FDLRS/NEFEC Associate Center
          N.E. Florida Educational Consortium
          3841 Reid Street
          Palatka, Florida 32177

Phone:   (904) 329-3811
Fax:     (904) 329-3835
E-mail: Azula_Sa@nefec.org

Information provided by:  Sarah Azula

Effective transition practices:
•  Parent Nights regarding Transition
•  District Specific Transition Workshops
•  Annual FDLRS/NEFEC “Focus on Transition”

Curriculum and/or activities used:
•  Dare to Dream
•  It’s My Life Preference Based Planning
•  Open Doors - Person Centered Planning

Transition assessments used:
Would like additional information

Special materials or products developed by district for transition:
Contemplating development of a Transition Resource Manual
District: Flagler

Contact: Ms. Patricia Reonas, District Transition Contact
Flagler County School District
P. O. Box 755
Bunnell, Florida 32110

Phone: (386) 437-7540
Fax: (386) 437-7546
E-mail: reonasp@flagler.k12.fl.us

Information provided by: Donna Jaenicke

Effective transition practices:
• Job interest surveys
• Job shadowing
• STEP UP Program
• Life preparation skills inclusive curriculum development

Curriculum and/or activities used:
• Life School 2000 curriculum
• Community-based interest surveys
• Brigance Employability Skills Inventory

Transition assessments used:
• Brigance
• Portfolio

Special materials or products developed by district for transition:
• Needs survey for parents and students
**District:** Gadsden

**Contact:** Mrs. Fannie D. Smith, District Transition Contact  
Gadsden County School Board  
35 MLK Jr. Blvd.  
Quincy, Florida 32351

**Phone:** (850) 875-3207  
**Fax:** (850) 627-5327  
**E-mail:** smith_f03@firn.edu

**Information provided by:** Fannie D. Smith

**Effective transition practices:**
- ESE Family Conference
- Community transitional fair
- Interagency agreement
- FDLRS support
- *Project CONNECT*
- G-Pack Meeting
- LCCE for Middle School
- Agency Fair
- Tri-County Meeting and Interagency Group
- Parent Liaisons involvement
- New Diploma Options
- Vocational Rehabilitation involvement in IEPs
- Big Bend Transition Council

**Curriculum and/or activities used:**
- Dare to Dream (Revised and Adult)
- Self-Determination
- LCCE
- Developing Quality Transition IEPs

**Transition assessments used:**
- Choices
- Brigance Employability Skills
- IEP Portfolios
- PASS-D

**Special materials or products developed by district for transition:**
- Agency Handbook
- Guide for Students/Families
- Agency Resource Directory
- Parent Guide Sheet
• Parent/Student Computerized Survey Pamphlet
• Spectrum of Services Guide
District: Glades/Hendry

Contact: Ms. Nancy Shackelford
Hendry County School District
475 East Osceola Avenue
Clewiston, Florida 33440-3140

Phone: (863) 983-1507
Fax: (863) 983-1514
E-mail: shackelfordn@hendry.k12.fl.us

Information provided by: Nancy Shackelford

Effective transition practices:
• Project CONNECT
• Inviting agency personnel
• Diploma Decisions to all middle and high school students
• Meeting with agencies during the senior year and exit interviews each spring
• Choices
• Standing Up for Me (being taught to students, parents, teachers)
• Evening workshops for parents/students
• Parent Packets
• Coffee Clubs with parents

Curriculum and/or activities used:
• Dare to Dream
• LCCE
• AGS Life Management Series
• Standing Up for Me
• Parent Packets for 5th & 8th Grade students
• Career Education Workshops
• Occupational Specialist to guide students

Transition assessments used:
• LCCE
• Informal Questionnaire
• Brigance Employability Skills
• Transition IEP Portfolios
• Supported Competitive Employment Work Program

Special materials or products developed by district for transition:
• Brochure
• Agency Directory (disseminated to parents, teachers, students, agencies)
District: Hamilton

Contact: Mrs. Regina Jordan, ESE Coordinator
Hamilton County School District
P. O. Box 1059
Jasper, Florida 32052

Phone: (386) 792-6590
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E-mail: jordan_r01@firn.edu

Information provided by: Beckie Longshore

Effective transition practices:
• Newly Hired Job Coach
• Transition Coordinator
• Liaison for Suwannee/Hamilton Vocational Technical Center
• ESE Parent Advisory Council
• Option 2 Parent/Teacher/Student Manual
• Self-Determination Training
• SAGE Assessments
• Project CONNECT

Curriculum and/or activities used:
• Dare to Dream
• Self-Directed IEP
• Self-Advocacy Strategy
• Standing Up for Me
• CBI
• LCCE
• Enter Here Series
• Dual Enrollment at Vo-Tech Center

Transition assessments used:
• SAGE Functional Vocational Assessment

Special materials or products developed by district for transition:
NA
District: Hernando

Contact: Mrs. Tanya Forrester
Employment Specialist
Central High School
14075 Ken Austin Parkway
Brooksville, Florida 34613

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Fax: (352) 797-7120
E-mail: forrester_t@hcsb.k12.fl.us

Information provided by: Tanya Forrester

Effective transition practices:
- Agency attendance at IEP meetings
- On-the-Job Training
- Three Job Coaches
- Community-Based Work Experience
- CBI
- Career Placement
- Agency meetings with students
- Program Specialists
- Supported Employment
- Disability Mentoring Day
- Parent Institute
- Monthly Interagency Meetings

Curriculum and/or activities used:
- Edmark Functional Reading Series
- MOCPs
- Career Preparation, Career Placement and Supported Employment Courses
- Community-Based Work Experience
- Non-Paid Job Training Options at High Schools
- CBI
- Self-Determination Class
- Special Diploma Option 2
- Strategic Planning PATH
- School/Site-Based Trainings
- Standing Up for Me/Dare to Dream

Transition assessments used:
- PASS-D
- Interest Inventories
- Workplace Assessments
• Brigance

**Special materials or products developed by district for transition:**
• Brochure
• Video/DVD for Program and Staffing Specialists (under development)
• Special Diploma Option 2
• Flyers
• Presentations for Guidance Counselors
• ESE Newsletter “Family Focus” articles on transition/diploma options
District: Highlands

Contact: Ms. Mary Ascuitto, District Transition Contact
Exceptional Student Education
Highlands County School District
426 School Street
Sebring, Florida 33870

Phone: (863) 471-5591
Fax: (863) 471-5603
E-mail: asciuttm@highlands.k12.fl.us

Information provided by: Mary Ascuitto

Effective transition practices:
• Agency participation in transition staffings: Local Community College (SFCC), Vocational Rehabilitation, Job Corps, and ARC

Curriculum and/or activities used:
• Dare to Dream
• LCCE
• Community-Based Instruction
• Vocational Consultant for TMH students
• Diploma Decisions Handbook

Transition assessments used:
• LCCE
• Choices

Special materials or products developed by district for transition:
NA
District: Hillsborough

Contact: Ms. Deborah Davis, District Transition Contact
Hillsborough County School District
1202 East Palm Avenue
Tampa, Florida 33605

Phone: (813) 273-7030
Fax: (813) 273-7340
E-mail: deborah.davis@sdhc.k12.fl.us

Information provided by: Anne Wissner, Deborah Davis

Effective transition practices:
• Transition Brochure
• Expanded Diploma Options
• Parent Liaisons (parent evening meetings)
• Community Based Training and expanded Adult Community Based Training Options
• Pathways and Partnerships Conference
• Quest program
• Career Connections
• Project Succeed
• High School/High TECH Program
• Participation in Disabilities Mentoring Day (DMD)
• Project CONNECT
• PATH Planning Training
• Expanded use of Support Facilitation and FUSE
• Curriculum Writing Summer Workshops for High School Teams of ESE and Technical and Career Education Teachers
• Parent Press
• Summer Youth Employment Internships for ESE Students
• Work Readiness Training for High School Students
• Paraprofessional Training
• STAGES – Successful Transition After Graduation for Exceptional Students
• REACH – Realizing Exceptional Achievements at a Community Hospital
• TIP
• School to Work (VR)
• Self-Determination Training
• Transition 101 Training
• SOP
Curriculum and/or activities used:
- AGS (Transition and Reading Skills for Life)
- LCCE
- Tracking documents for Sunshine State Standards for Special Diploma
- Transition Partnership Programs with Hillsborough Community College (Career Connections and Project Quest)
- Self-Determination Training

Transition assessments used:
- LCCE
- Brigance
- Magellan
- Choices
- PAES
- Community Based Training (CBT)
- CBVA
- employer/teacher evaluations
- JOBS

Special materials or products developed by district for transition:
- Diploma Options Brochure/Pamphlet
- Transition Services Brochure
- Tracking Documents for Sunshine State Standards for Special Diploma
- New Transition IEP (computerized)
- Graduation Training Plan and Guidelines for Special Diploma Option 2
- High School/High Tech Brochure and Web Site
- Handbooks for CBT and Transition Program
- Solving the Puzzle for Teaching Students with Special Needs (Handbook and PowerPoint Presentation)
- Succeed, Quest, Career Connections Information Brochures
- Guidance Handbook with Technical and Career Emphasis
- Project CONNECT Information CD and Handbook
- Transition Information on Transition Web Sites
- Local Disability Mentoring Day Brochure and Web Site
- Planning For Your Transition IEP Meeting Student Brochure
- Solving the Puzzle of Teaching Special Needs Students
- SOP
District: Lake

Contact: Lorri Gilbert, District Transition Contact
Exceptional Student Education
Lake County School District
201 West Burleigh Boulevard
Tavares, Florida 32778-2496

Phone: (352) 253-6625
Fax: (352) 343-7817
E-mail: gilbertl@lake.k12.fl.us

Information provided by: Mary Ellen Burnett

Effective transition practices:
• Dare to Dream
• Diploma Decisions to all schools (middle and high)
• Family Conference for parents of children with disabilities (Transition Strand)

Curriculum and/or activities used:
• Dare to Dream

Transition assessments used:
• Informal questionnaire
• CDM materials (some schools)
• PAES (two high schools, one middle school)

Special materials or products developed by district for transition:
• 1999 Vocational Manual for ESE and Vocational Teachers
• 2001 Transition IEP Handbook infused into the IEP Handbook for all teachers
• 2001 Revision of the Career Preparation, Career Exploration, Career Placement Manual
District: Lee

Contact: Ms. Jackie Turner, District Transition Contact
Exceptional Student Education
Lee County School District
2523 Market Street
Ft. Myers, Florida 33901

Phone: (239) 337-8283
Fax: (239) 337-8653
E-mail: jackiebt@leeschools.net

Information provided by: Jackie Turner and Barbara Williams

Effective transition practices:
- On-Campus and Off-Campus Work Experience
- Community-Based Instruction
- Work Experience Program
- Supported Employment
- Transportation Training
- Family/Parent Information Nights
- Career Day
- Agency Expo
- Student Pocket Reference Guides
- Career Portfolios
- Consistent communication through monthly meetings with agencies
- Inservices at middle and high schools to present Transition Resources Manuals
- Parent Information Meetings (8th grade families)
- Drop Out Retrieval Program
- College for a Day Visitations
- Employment/Community Competency Portfolio for Special Diploma Option 2
- PATH for Interagency Council
- College Information Night
- Self-Determination Training
- Interagency Collaboration
- Dissemination of Agency Information/Materials
- High School Staffing Specialists meet with middle school ESE teachers and staffing specialists to provide high school information to facilitate transition
- Agency Referrals

Curriculum and/or activities used:
- LCCE
- Targeted Life Skills
- PAES (pilot at three schools)
- Dare to Dream
• ChoiceMaker (four components)
• Becoming Your Own Expert
• Employers Resource Kit (Able Trust) provided to potential employers
• Standing Up for Me
• Possible Selves
• Simply Careers
• Career Cruiser

Transition assessments used:
• Enderle-Severson
• Brigance Life Skills
• Brigance Employability Skills
• ABLLS
• Talent Assessment Program (TAP)
• McCarron-Dial
• PIC
• Reading Free Interest Inventory
• PAES
• Choose and Take Action
• Choices
• Student/Family Transition Surveys

Special materials or products developed by district for transition:
• Semi-annual Newsletter
• Brochure (Pre-Transition IEP) – “Tips for Planning Your Future”
• Agency Directory
• Website (under development)
• Transition Resource Manuals for Teachers (updated and revised)
• Matrix of Services (updated and revised)
• Key Transition Notes (updated and revised)
• 8th Grade Parent Information Packets
• Special Diploma Option II Information Brochure
• Navi-Map (Navigating the public services maze for families)
District:  Leon

Contact:  Ms. Cynthia Byrd, District Transition Contact
         Leon County School District
         526 N. Appleyard Dr.
         Tallahassee, Florida 32304

Phone:  (850) 487-7685
Fax:  (850) 487-7650
E-mail:  byrdc2@mail.leon.k12.fl.us

Information provided by:  Cynthia Byrd

Effective transition practices:
•  Interagency Transition Council (Big Bend Transition Council)
•  LITE (Leon’s Intensive Training for Employment) Monthly Meetings
•  Career/College Night
•  Project CONNECT
•  Big Bend Business Leadership Network
•  Transition Program for 18 – 21 year old graduates
•  Special Diploma Option 2
•  Hiring Practices Initiative
•  Transition Fairs
•  ESE Family Conference

Curriculum and/or activities used:
•  Community-Based Instruction
•  LITE Program (cooperative career education program)
•  LARC Partnership with CBI Programs (Non-Paid Career Experience Wheel in the community)
•  Self-Determination Training/Standing Up for Me
•  Full Life Ahead for Families
•  LCCE

Transition assessments used:
•  LCCE
•  Dare to Dream (Revised and Adults)
•  LITE Employment Evaluations
•  CBVA Forms for non-paid training sites

Special materials or products developed by district for transition:
•  Post Secondary Options Brochure
•  CBI “wheel” experiences (CBVA forms)
•  Transition Video for Students and Families (Changes)
•  Big Bend Transition Council Brochure
• Big Bend Transition Spectrum of Services and Guide
• Transition Input Questionnaire for Students and Parents
• High School Agency Information Sheet
• LITE brochure
District: Levy

Contact: Mrs. Ann-Marie Stripling, District Transition Contact
School Board of Levy County
P.O. Drawer 129
Bronson, FL 32621

Mrs. Rosalind Hall, Director of ESE and Student Services
School Board of Levy County
P.O. Drawer 129
Bronson, FL 32621

Phone: (352) 486-5240
Fax: (352) 486-5241
E-mail: cooka@levy.k12.fl.us
        hallr@levy.k12.fl.us

Information provided by: Rosalind Hall and Ann-Marie Stripling

Effective transition practices:
• Annual Career Day
• Career Placement Opportunities
• Use of Parent Liaisons to disseminate transition information to parents
• “Showcase of Wheels”
• Project CONNECT site with an active interagency council: Levy Alliance for Student Employment Resources (LASER)
• Quarterly Interagency Council Meetings
• Partners in Transition participation

Curriculum and/or activities used:
• Standing Up for Me
• Dare to Dream
• Choices Planner
• Simply Careers
• Career Education
• Transition and Life Management
• High School/High Tech

Transition assessments used:
• Brigance Employability Skills
• Choices Planner-Interest Inventory, Work Values

Special materials or products developed by district for transition:
• Special Diploma Courses Brochure
• LASER Council Agency Referral and Resource Guide
• Transition Services Requirements Checklists
• LASER Interagency Council Informational Brochure
District: Manatee

Contact: Ms. Diane Roberts, FDLRS Transition Contact
Student Services and ESE
Manatee County School District
215 Manatee Avenue W.
Bradenton, Florida 34205-8897

Phone: (941) 708-8770 (ext. 2186)
(941) 737-1560 (cell)
Fax: (941) 708-8686
E-mail: fdlrs4@aol.com
robertsd@fc.manatee.k12.fl.us

Information provided by: Diane Roberts

Effective transition practices:
• Each high school keeps a “Big Book” of Transition Practices (It becomes a “history” of transition practices and data.)
• Transition Workgroup (The goal is to establish a transition continuum for middle to high school. Two products are being developed.)
• ESE Transition Data Sheet
• Agency Field on AS 400
• Human Resource Development Committee
• Self-Determination/Standing Up For Me Pilot Site
• VIC Meetings
• Parent Orientation (all high schools)
• Manatee Community College Student Orientation Day
• Project TIP site
• Exemplary OJT Programs
• Large Diploma Option 2 Program
• OJT monthly meetings
• Chamber of Commerce Education and Workforce Committee
• Accommodations for Students with Disabilities in Career Education Pilot Site
• Third Party Agreements with VR
• Spread Sheet for Standing Up for Me Trainers
• Collaboration with SEDNET on Transition Planning Team
• Updates provided to Secondary ESE Specialists/High School Department Chairs
• Training on Choices for teachers

Curriculum and/or activities used:
• LCCE
• PAES Labs increased
• Self-Determination Materials/Curriculum: Dare to Dream, ChoiceMaker, It’s My Life, STEPS, Self-Advocacy Strategy
• Standing Up For Me Pilot
• Manatee Community College Student Fair
• OJT, Transition, and VIC Committees
• Project TIP
• High School/High Tech (increased participation)
• Able Trust Disability Mentoring Day
• Chamber of Commerce Career Fair
• Transition Newsletter “Spotlight on the Future”
• Newsletter on Adult, Career and Technical Website

**Transition assessments used:**
• LCCE
• ARC’s Self-Determination Scale
• Choices
• Choices, Jr.
• Transition Planning Inventory
• Transition Portfolios

**Special materials or products developed by district for transition:**
• Best Practices for Career Preparation Brochure (Fall 2002)
• Let’s Get Connected Agency Resource Guide (Fall 2002)
• Human Resources Development Data Collection (Diploma Options, VR referral, Med Waiver, etc.)
• Website for Manatee County and FDLRS
• Model Program for ESE
• OJT Brochure (revised)
• Diploma Options Brochure (revised)
• Agency for Persons with Disabilities Brochure (revised)
• Videos on the following:
  ▪ Service Learning
  ▪ PAES Lab
• Employee Portfolio
• Pocket Resume (reprinted)
• Employer Brochure
• VIC Agency Brochures
• Parent Guide
• VIC Website
• My Transition IEP Pamphlets (reprinted)
• OJT paperwork on Palm Pilots (presentations)
District: Marion

Contact: Doris Purvis, District Transition Contact

Address: Exceptional Student Education
         Marion County School District
         1517 SE 30th Ave. Suite 2
         Ocala, FL 34471

Phone: (352) 671-6832
Fax: (352) 671-6835
E-mail: Doris.Purvis@marion.k12.fl.us

Information provided by: Doris Purvis

Effective transition practices:
• Project CONNECT site (since 2001)
• Marion Area Transition Team (MATT) – (Interagency Council)
• Hiring Practices Initiative (HPI) site
• EmployAbility Seminars
• Agency Fairs and Parent Institutes
• High School/High Tech
• Disability Mentoring Day – annually
• Training for Staff: Transition 101, Transition IEPs, Self-Determination
• Summer Institute: Transition 101 and Standing Up For Me
• CBVT programming (job coaches and transportation)
• CBI (middle school level)
• Career Placement and Option 2 programming
• Brochure Display Cases and Brochures placed in all Schools
• Dual-enrollment agreement with Community Tech. & Adult Ed. Center & Central Florida Community College

Curriculum and/or activities used:
• Life Centered Career Education (LCCE)
• Standing Up for Me
• Dare to Dream
• ChoiceMaker: Choosing Employment, Education Goals, etc.
• STEPS
• Full Life Ahead
• MOCPs

Transition assessments used:
• LCCE
• TPI (Transition Planning Inventory)
• Magellan
• Pesco
• Choices and Choices, Jr.
• Transition Portfolios
• TABE (collaborative agreement with CFCC)
• Brigance Employability & Life Skills Inventories
• Situational Assessments (community-based)

Special materials or products developed by district for transition:
• Community Resource Directory (with matrix of services)
• Agency Contact Recording Form
• Career Placement and CBVT brochures
• Transition Planning Folder
• Agency Involvement Video
• Newsletter (in collaboration with Parent Group)
District: Martin

Contact: Mr. Trent Rager, District Transition Contact
Exceptional Student Education
Martin County School District
500 East Ocean Boulevard
Stuart, Florida 34994

Phone: (772) 219-1200
Fax: (772) 219-1228
E-mail: ragert@martin.k12.fl.us

Information provided by: Iris Neil and Mollye Kiss

Effective transition practices:
• MOCPS
• Project CONNECT
• Disability Awareness Training for Vocational Education and Job Coaches
• High Schools that Work/Great Explorations at Community College Technical Training Programs (community college shadowing opportunities)
• Collaboration with One Stop Center for assessments
• Community-Based Instruction
• Career Preparation Courses
• Option II
• Using natural supports in job sites (training for job coaches, ESE teachers, and paraprofessionals)
• Development Disabilities Program personnel and Advocates for the Right of the Challenged (Arc meeting at school to discuss med-waiver application process)

Curriculum and/or activities used:
• Agency Overviews at Schools
• Self-Advocacy Learning Strategy
• LCCE
• Dare to Dream
• MOCPs
• Pilot Site for Standing Up For Me
• JOBS
• Transition Resource Guide for ESE Teachers
Transition assessments used:
• Choices
• ARC
• LCCE
• Brigance Employability
• OJT Interview
• Employee Evaluations

Special materials or products developed by district for transition:
• Agency Directory (in progress)
• Agency Brochure for Families
• Parent Guide for each grade, 9 - 12 (in progress)
District: Monroe

Contact: Ms. Marty Jacquette
Ms. Cynthia Wilkinson
2100 Flagler Ave.
Key West, Florida 33040

Phone: (305) 293-1549
Fax: (305) 293-1547
E-mail: marty.jacquette1@keysschools.com
       wilkinsonc@monroe.k12.fl.us

Information provided by: Marty Jacquette

Effective transition practices:
• Project CONNECT
• Interagency Agreement
• Agencies invited/participating in IEP meetings
• ESE Vocational Aide at each high school to assist students in general educational vocational classes
• Job Coaches at each high school
• Purchased vans for CBI and CBVE
• District Transition Specialist
• Agency Involvement added to IEP Data Sheet
• Partnership with Monroe County Arc
• Partnership with US Navy
• TIES program for 18 – 22
• Partners in Transition
• Third Party Agreement with Vocational Rehabilitation
• Hiring Practices Initiative

Curriculum and/or activities used:
• Standing Up for Me
• LCCE
• Dare to Dream
• Dare to Dream for Adults
• Career Placement Course
• Scope and Sequence for Career Placement and Life Management Transition Course
• Materials/Textbooks/Videos purchased to match scope and sequence for each course

Transition assessments used:
• LCCE
• Portfolio
• PASS-D
• Transition Survey

Special materials or products developed by district for transition:
• Parent Brochures
• Information for parents on District Web Page
• ESE Bulletin
• Transition Brochure
• Transition Binders for Teachers
District: Nassau

Contact: Mr. Jim Burns, District Transition Contact
Exceptional Student Education
Nassau County School District
1201 Atlantic Avenue
Fernandina Beach, Florida 32034

Phone: (904) 491-9921
Fax: (904) 491-3679
E-mail: burnsja@nassau.k12.fl.us

Information provided by: Jim Burns

Effective transition practices:
• Work Experience Program with Placement
• Community-Based Instruction
• WIA Summer Enrichment Program
• School Based Businesses
• Five WIA Job Coaches
• Transition to Independence
• Option 2
• Project CONNECT
• Disability Mentoring Day
• Transitioning Adults Program (18-21 year olds)
• Monthly Interagency Council Meetings
• Parent Training

Curriculum and/or activities used:
• LCCE
• Dare to Dream
• Transition to High School, Post-Secondary, and Employment (Eaton Coull)
• Standing Up For Me
• CBVA

Transition assessments used:
• Choices
• Magellan
• PAES

Special materials or products developed by district for transition:
• Agency Carts
• Option 2 Manual
• 7 Vans/Station Wagons for CBI
District: Okaloosa

Contact: Dr. Lee Pittman, District Transition Contact
120 Lowery Place S. W.
Ft. Walton Beach, Florida 32548

Phone: (850) 833-3208
Fax: (850) 833-9499
E-mail: PittmanL@mail.okaloosa.k12.fl.us

Information provided by: Jan Robinson and Lee Pittman

Effective transition practices:
• Job Shadowing
• Non-paid and Paid Work Experiences
• Involvement of Vocational Rehabilitation in IEP meetings
• Dare to Dream
• Interview (9th, 11th, and 12th)
• 18 – 22 year FAPE at Technical Center
• Post-School Survey
• Transition Work Group for Transition IEPs to train Middle and High School ESE Teachers (goal to establish a transition continuum)
• On-Campus and Off Campus Work Experience
• Community-Based Instruction
• Supported Employment
• Consistent Communication through Monthly Meetings
• Workforce Development Committee
• On-the-Job Training
• Transportation to area Job Fairs
• Development of Youth Job Fair
• Monthly Interagency Council Meetings
• Option 2 Program collaborating with community agencies
• Parent meetings to discuss transition at the middle school

Curriculum and/or activities used:
• Dare to Dream
• Simply Careers
• LCCE
• Self-Determination
• Standing Up for Me
• Workshops delivered to transitioning students in high school that deal with applications, interviews, etc.
• Self-Advocacy Strategy
Transition assessments used:
• LCCE
• Student Interviews
• Dare to Dream
• Brigance Life Skills and Employability Skills

Special materials or products developed by district for transition:
• Brochure/Resource Guide
• Transition Resource Manuals for Teachers
• 8th Grade Parent Information Packets
• Website developed by Jobs Plus Member of Interagency Council
District: Okeechobee

Contact: Ms. Cathleen J. Blair, ESE Director
Exceptional Student education
Okeechobee County School District
700 Southwest 2nd Avenue
Okeechobee, Florida 34974

Phone: (863) 462-5000 ext. 245
Fax: (863) 462-5014
E-mail: pannis_h@popmail.firm.edu

Information provided by: Hazel Parnis

Effective transition practices:
• Transition Coordinator attends all Transition IEPs in county
• Job Coach for all high school students
• Working on a grant with Okeechobee Rehabilitation to develop a lab to introduce students 18 and older to office skills
• Meet with agencies in senior year and have senior exit interviews each spring

Curriculum and/or activities used:
• Diploma Decisions Handbook
• ESE Driver’s Education Course

Transition assessments used:
• Choices
• Dare to Dream
• Non-Verbal Career Inventory

Special materials or products developed by district for transition:
NA
District: Orange

Contact: Mr. Paul Odham
Orange County School District
445 West Amelia Avenue, 6th Floor
Orlando, Florida 32801

Phone: (407) 317-3409
Fax: (407) 317-3310
E-mail: odhamp@ocps.k12.fl.us

Information provided by: Paul Odham

Effective transition practices:
• Transition Web Page

Curriculum and/or activities used:
• Web page contains a description of district’s continuum of services from Community-Based Instruction, non-paid and paid employment training, dual enrollment, and postsecondary training at area Technical Center. This page also lists upcoming statewide training and opportunities for both parents and educators.

Transition assessments used:
NA

Special materials or products developed by district for transition:
NA
District: Osceola

Contact: Ms. Joy Suldo, District Transition Contact
Osceola District Schools
805 Bill Beck Boulevard
Kissimmee, Florida 34744

Phone: (407) 343-8740
Fax: (407) 343-8626
E-mail: suldoj@osceola.k12.fl.us

Information provided by: Joy Suldo

Effective transition practices:
• School-based enterprises in auto detailing, office clerical skills, and building maintenance where students earn credit and operate the business that provide services for school, government agencies, and local businesses
• Assigning one ESE teacher at each high school to provide instruction in non-paid job training in the community (SCORE) as well as coordinating the ESE OJT program for employed students, regardless of diploma option. This staff person is a liaison to the District Transition Specialist and shares information with other ESE teachers in high schools.
• One interagency release form, obtained in 8th grade or at placement if enrolled or identified after 8th grade
• Annual ESE Family Night/Agency Fair
• Joint planning in late spring or early summer between agencies (VR, DDP, DBS) and high schools to develop an annual schedule for the district. This allows maximum attendance at Transition IEP meetings.
• Transition Portfolio (Initiated in 8th grade and remains in permanent student record to contain all relevant transition information through high school. Contains Release, IPE and Support Plan when developed.)
• Partnership with Osceola Arc provides paid employment and training for students, ages 16 – 22, and serves as a bridge to supported employment services when students become approved for Med-Waiver
• Exploratory Career Education “Wheel” in each high school added, including two – four different training programs per high school

Curriculum and/or activities used:
• The Career Preparation course is a pre-requisite to enrolling in SCORE for credit in Career Experience.
• LCCE is the curriculum for Special Diploma Option 2 as well as the assessment for employment and community competencies specified in the Option 2 training plan.
• School-based business use regular Career and Technical Education OCPs with ESE Career and Technical course code numbers.
• ESE Exploratory Education is the primary course for the new “wheel” with objectives from Job Prep courses including: Business Systems & Technology, Agribusiness (veterinary assistant), Building Maintenance Technology, Automotive Detailing, Commercial Sewing

**Transition assessments used:**
• LCCE
• Employer Evaluations
• CBVA, including Career and Technical Assessment Rating (CTAR)

**Special materials or products developed by district for transition:**
• Employer Evaluation of Student Employee
• CTAR form used for CBVA
• SCORE/OJT Parent Brochure
• SCORE/OJT Intake Form and Overview (two packets)
• Parent/Student Agency Awareness Brochure, “After High School…What’s Next?”
• Family Night Invitation and Information
• Agency Schedule Form (This form is used by all schools, includes agency fax numbers. As each schedule is developed, the school faxes to the appropriate agency.)
District: Palm Beach

Contact: Iris Neil, District Transition Contact
Exceptional Student Education
Palm Beach County School District
3378 Forest Hill Blvd., Suite A-203
West Palm Beach, Florida 33406

Phone: (561) 434-8367
Fax: (561) 434-8384
E-mail: neili@palmbeach.k12.fl.us

Information provided by: Ed Goetz

Effective transition practices:
• Contract for three services from three community agencies
• Career Preparation & Placement
  ▪ Classroom instruction
  ▪ On-campus work adjustment training
  ▪ Community Based Vocational Education (CBVE)
  ▪ Individual competitive employment with job coaching as needed
  ▪ Follow-along until age 22
  ▪ Adult agency referral prior to graduation
• Referral and placement in school district technical center Supported Employment services after graduation
• Community-Based Instruction (CBI) for independent living and functional academic domains
• Annual meetings of VR (district administrators, supervisors, and Transition Counselors), DD (district administrators, area supervisors, and Support Coordinators), and school district (Transition Coordinator and Transition Specialists). Purpose: (1) Reach agreement as to how we will all communicate, share information, work together, and develop procedures for accomplishing these tasks in order to improve services for students transitioning to adulthood (completed spring, 2002); (2) Monitor implementation of agreements and work toward solutions to problems; (3) Provide cross-training.
• Postsecondary and Technical Education Task Force
• Use of Parents As Liaisons (PALS) to disseminate transition and agency information to parents on a 1:1 basis.
• TIPS project for SED students

Curriculum and/or activities used:
• CBI Curriculum Resource Guide
• Transition Services Program Guide
• LCCE (implemented in 16 high schools and two center schools)
• “Circles” curriculum
Transition assessments used:
• Transition IEP Student Interview Form
• Formal Vocational Evaluation
• Situational Assessments through CBI and CBWAT

Special materials or products developed by district for transition:
• Transition Services Program Guide
• Student Transition Portfolio and Teacher’s Guide
• Transition Services Brochure
• “Postsecondary Education & You: A Guide for Students with Disabilities”
• Two videos, one on Supported Employment and one on Career Placement model
• Graduation Options Brochure
• Agency Resource Guide for schools and parents
• Vocational Evaluation Brochure
• A guide for schools entitled “Community-Based Vocation Education (CBVE) for Students with Disabilities, Federal Policy Guidelines and Program Documentation for Non-Paid Work Experience”
District: Pasco

Contact: Ms. Elizabeth C. Cooper, Supervisor of Exceptional Student Education
Lynda Hodges, Grant Resource Teacher for Transition
District School Board of Pasco County
7227 Land O’ Lakes Boulevard
Land O’ Lakes, Florida 34638

Phone: (813) 794-2852
Fax: (813) 794-2117
E-mail: ecooper@pasco.k12.fl.us

Information provided by: Elizabeth Cooper and Gail Stout

Effective transition practices:
- Joint supervision of ESE Job Preparation Program by Exceptional Student Education and Career and Technical Education Supervisors
- Comprehensive ESE Job Preparation Program in each high school
- Comprehensive work evaluation process
- Interagency meetings and collaboration
- Exploratory wheel at technical school
- Mainstream consultation teacher assigned to technical school
- FAPE program at Career and Technical School for students returning for assistance with employability skills, on-the-job training, and career/technical training
- Adults with Disabilities Program for students exiting high school from FAPE 22 or standard diploma program who need additional assistance
- Teacher at every high school responsible for transition activities with seniors for one period each day
- Training for all middle school and high school teachers in self-determination
- Program for students who graduated with special diploma at Saint Leo University
- Partnering with Pasco County Public Transit to provide travel training for students in FAPE 22 programs

Curriculum and/or activities used:
- Job Preparation Program Career Preparation Curriculum
- Career preparation classes at each high school
- Paid and unpaid on-the-job training options at each high school
- Option 2 Special Diploma
- PAES Lab for students at supported level, FAPE students, and exploratory wheel students at Career and Technical School
Transition assessments used:
• Comprehensive career assessment for students served in ESE (TABE for reading, math, language, spelling; SAGE Compute-A-Match Vocational Evaluation Systems for interests, aptitudes, GED levels, learning styles and temperaments)
• CHOICES career software package
• Career FUTURES software package (free to all Florida schools) – middle school

Special materials or products developed by district for transition:
• Bridging the Gap from School to Community Living Manual
• Job Preparation Program Manual
• Career Portfolio
• Brochures regarding diploma options, job preparation program, and career assessment
• Transition IEP training for new teachers
• Guidelines for Postsecondary College/University Transition Handout and PowerPoint developed in collaboration with PHCC Disabilities Coordinator and Transition Contact Persons in Pinellas and Hillsborough with input from Disabilities Coordinators at community colleges and universities
• Career and Academic Planner (CAP) System Summary Form
District: Pinellas

Contact: Ms. Karlton Ballard, District Transition Contact  
Ms. Sue Kress, District Transition Contact  
Pinellas County School District  
301 Fourth Street, S.W.  
Largo, Florida 33770

Phone: (727) 538-7167 ext.1041  
(727) 507-4770  
Fax: (727) 588-6441  
E-mail: ballardk@pcsb.org  
kresss@pcsb.org

Information provided by: Karlton Ballard

Effective transition practices:
• On-the-Job Training (OJT) paid employment  
• Community-Based Instruction (CBI)  
• Supported Competitive Employment  
• SCANS Lab  
• Job and program shadowing

Curriculum and/or activities used:
• STEPS to Self-Determination  
• PATH  
• Self-Directed IEP  
• Self-Advocacy Strategy  
• Dare to Dream  
• SCANS Curriculum  
• LCCE (Life Centered Career Education)

Transition assessments used:
• The ARC’s Self-Determination Assessment  
• Choices 2000  
• Choices, Jr.  
• CITE Learning Styles Inventory  
• Multiple Intelligences  
• ChoiceMaker  
• Career Assessment Center (north county) and Career Transition Center (south county)

Special materials or products developed by district for transition: NA
District: Polk

Contact: Ms. Teri Crace
Transition Coordinator
Polk County School District
1909 South Floral Avenue
Bartow, Florida 33831

Ms. Kathy Mullens, FDLRS Transition Contact
FDLRS/Sunrise Associate Center
1907 South Floral Avenue
Bartow, Florida 33830

Phone: (863) 534-0934
(863) 534-0950
Fax: (863) 534-0922
(863) 519-3928
E-mail: teri.crace@polk.fl.net
Kathy.mullens@polk-fl.net

Information provided by: Kathy Mullens, Deborah Johns, and Teri Crace

Effective transition practices:
• Project CONNECT
• Interagency Council for Adult Transition Services (ICATS)
• Teacher Trainings on Standing Up for Me, Dare to Dream and Portfolios
• College Sites for 18 – 22 year old ESE students
• Transition Specialists assigned to middle schools
• TIP Project
• 35 Vocational Trainers
• 5 Transition Specialists
• Community-Based Instruction
• Parent Transition Committee

Curriculum and/or activities used:
• PAES Lab
• Self-Determination Curriculum: Dare to Dream, Standing Up for Me (All high schools and middle schools, 35)
• Career Scope
• SIMPLY Careers
• Choices
Transition assessments used:
• PASS-D
• Career Experience Point Checklist
• PAES
• Choices
• Career Scope
• SIMPLY Careers

Special materials or products developed by district for transition:
• Portfolios
• Transition IEP Pamphlet
• Work-based Learning Programs Pamphlet
• FDLRS Parent Workshops
• Agency Guide
• Agency Guide flipchart for families
**District:** Putnam

**Contact:** Ms. Becky Hopkins, District Transition Contact  
Putnam County School District  
156 Horseman Club Rd.  
Palatka, Florida 32177

**Phone:** (386) 329-0529  
**Fax:** (386) 329-0531  
**E-mail:** bhopkins@putnamschools.org

**Information provided by:** Becky Hopkins

**Effective transition practices:**
- Agency Fair
- Transition Meetings
- Transition Video Night
- Guidance Counselor from Community College (speaks to parents and students)
- ARC and VR Parent Spaghetti Night
- New approach to diploma option to include all students (four special diploma options)
- Standing Up For Me
- Agency Information Meetings (days and nights)
- Supported Employment Training and Community-Based Instruction
- Nov Net Usage for Special Day students served SED
- Putnam County Interagency Transition Team (monthly/yearly schedule with meeting locations)
- Action Plan to focus to include more business partners and new stakeholders

**Curriculum and/or activities used:**
- Standing Up For Me (5th grade)
- Dare to Dream (High School)
- LCCE
- Self-Directed IEP
- MOCPs
- Employee Evaluation
- PAES (middle schools)

**Transition assessments used:**
- Work Ethics Inventory
- Choices
- Brigance
- FCAT
- ACT
Special materials or products developed by district for transition:

- Transition Video
- Graduation Diploma Brochure
- Website
- Display Case in Mall
- Graduation Brochures
- Goal Planning Workbook
- Central Resource Directory
- Transition Packets
- Display Case in Mall and County Office
- Parent Packets for three levels
- Revised Brochure for Transition Team
District: Santa Rosa

Contact: Ms. Joanna R. Rogers, Program Facilitator
Exceptional Student Education
Santa Rosa County School District
Berryhill Administrative Complex
6751 Berryhill Street
Milton, Florida 32570

Phone: (850) 983-5153
Fax: (850) 983-5053
E-mail: RogersJR@mail.santarosa.k12.fl.us

Information provided by: Donna Christopher (former District Transition Contact)

Effective transition practices:
• Interagency Council Meetings and Agreement
• OJT
• Vocational Education MOCP’s
• Created Senior Portfolio
• Inform District Liaisons (who coordinate/write all IEPs) of pertinent transition information
• Provide training program for 18 – 21 year old students who have graduated with a Special Diploma - SITE
• Added information on agency invitation to IEP (working on collecting information on IEP attendance by agencies)
• Added post-school outcome areas to the IEP for documentation purposes
• Agency Fair

Curriculum and/or activities used:
• Choosing Education Goals
• LCCE
• Standing Up for Me, MOCPs, CBI Training and Implementation

Transition assessments used:
• LCCE
• Brigance Employability Skills

Special materials or products developed by district for transition:
• Graduation Information and Diploma Options brochure
• Directory of Services Brochure
• Agency Information Notebook
• Video that describes 18 – 21 year old program
District: Sarasota

Contact: Ms. Sarah Hickey, District Transition Contact
1960 Landings Blvd.
Sarasota, Florida 34231

Phone: (941) 927-9000 ext.34371
Fax: (941) 927-4014
E-mail: sarah_hickey@sarasota.k12.fl.us

Information provided by: Coral Thorsen

Effective transition practices:
• Manatee Community College Orientation Day
• Dare to Dream
• Transition planners at each school
• Vocational Interagency Council
• High school fairs to present agencies, schools and possible work sites
• Parent Liaisons
• Chamber of Commerce Education Committee
• Parent Education Workshops
• Project TIP site
• Job Coach at Community Work Site (Hospital)
• Articulation Meetings (Elementary – Middle – High School)
• School to Work Career Awareness Personnel in each High School
• College Night
• High School/High Tech
• Hiring Practices Initiative/Hiring Student in School Districts
• Third Party Cooperative Agreement – VR
• District Job Coaches
• Transition Training and High Schools
• Non-Paid CBVE

Curriculum and/or activities used:
• Project TIP
• PAES Lab
• LCCE
• CBI
• High School/High Tech Labs in High School
• Dare to Dream
• On-the-Job Training
• Disability Mentoring Month
• Monthly Transition Planners and Meeting
• Transition Curriculum Training for Staff
• Weekly Job Coach Meetings
• Transition Conferences
• Simply Careers

**Transition assessments used:**
• Variety of interest/abilities surveys
• Choices
• Bridges
• Brigance
• LCCE
• Parent Survey/Feedback of each IEP meeting

**Special materials or products developed by district for transition:**
• VIC planned agency resources manual revision
• Flyer for employers regarding benefits of hiring students with disabilities
• School district web site
• Parent Liaison web site/newsletter
• Employee Portfolio
• Employee Brochure
• VIC Agency Brochure
• Parent Guide
• VIC web site
• Transition Manual Incorporated within District ESE Resource manual
• Informational Packets
District: Seminole
Contact: Mr. John Davis, Area Administrator
Exceptional Student Support Services
Seminole County School District
400 E. Lake Mary Boulevard
Sanford, Florida 32773

Phone: (407) 320-0207
Fax: (407) 320-0294
E-mail: john_davis@scps.k12.fl.us

Information provided by: John Davis

Effective transition practices:
• Eleven job coaches serve students at approximately 20 job training sites
• Seminole County Public Schools mails letters in June to students with mild disabilities who did not receive a standard diploma reminding them of FAPE until age 22.
• Excellent working relationship with Seminole County Interagency. Highlight of this group is the sharing of transition information.
• All high schools are represented at monthly interagency meetings.
• Department of Children and Families assists with funding one job coach position.
• SCPS Applied Technology Department works closely with Exceptional Student Support Services on transition issues.
• Seminole Community College, SCPS, DVR instituted a certification pilot in 2001. SCC has approximately 10 career certificate programs open to students with special diplomas. Within this pilot, students were administered the TABE at no cost and offered work evaluation by DVR.
• Annual presentations to parents at monthly Special Education Parent/Teacher Association meetings.
• Utilize Occupational Therapists and Physical Therapists to assist students and job coaches with task analysis and assistive technology needs.
• All high school in Seminole County have an assigned VR Counselor
• Lyman High School implements a Disney Job Training Program. Up to ten students with disabilities are hired as paid employees at Disney under the auspices of this program. SCPS provides transportation.
• Post High School Planning Night (agency, job, and postsecondary education fair) is held annually at the local community college. Each year, approximately 55 agencies are represented and approximately 300 individuals attend.
• Independent Living Initiative Assisting the Disabled (ILIAD) implements in January 2006 where students go to a fully functional apartment to learn a wider variety of functional life skills.
• “Tools for Life” software available to all high school teachers.
• VR meetings pre-scheduled each year at each high school.
• An annual awards banquet called JET Blast is held for all students in the Job Training Program.
• Transition 101 training offered to all secondary ESE teachers on an annual basis.

**Curriculum and/or activities used:**
• Dare to Dream
• Globe Fearon/Janus Life Skills
• AGS English for the World of Work
• A Practical Guide to Teaching Self-Determination
• New Hats
• All students in OJT complete employability skills training consisting of four modules comprised of nine units in each module
• Instructor’s Guide for Teaching STEPS to Self-Determination (includes Student Activity Book)
• Self-Determination Knowledge Scale

**Transition assessments used:**
• “YES” (Your Employment Selections) software (Utah State University) is utilized at two high schools.
• Wide variety of Career Inventory Scales utilized at all high schools
• Inventory of Employability Skills
• Brigance and PASS-D training is conducted twice per year for teachers of students served in mentally handicapped.

**Special materials or products developed by district for transition:**
• SCPS Diploma Options Guide
• Job Coach Training Manual
• Transition Services Manual
• Seminole County Agency Matrix of Available Services
• Transition Pre-Planning Questionnaire
• Seminole County Public Schools Resource Guide for Parents
**District:** St. Johns

**Contact:** Ms. Carole Taylor, District Transition Contact  
Exceptional Student Education  
St. Johns County School Board  
40 Orange Street  
St. Augustine, Florida 32084

**Phone:** (904) 819-7123  
**Fax:** (904) 826-4913  
**E-mail:** taylorc@stjohns.k12.fl.us

**Information provided by:** Carole Taylor

**Effective transition practices:**
- *Project CONNECT*
- Transition Team and Interagency Agreement
- CBVA/MOCPs
- Contracted Services for Supported Employment
- CBI
- Option 2 Diploma
- Non-Paid Work Experience
- Career Assessment Specialist
- 8th grade career assessment and portfolio projects
- Job Fair participation through Workforce Development
- Parent/Family workshops
- Teacher inservice yearly by agencies on team
- Mentoring Program for high school students
- Skills Academy at First Coast Technical Institute
- High School Staffing Specialist added to *Project CONNECT* team

**Curriculum and/or activities used:**
- New Hats
- Dare to Dream
- Transition Portfolios
- Self-Determination Strategies woven into Learning Strategies
- LCCE

**Transition assessments used:**
- PAES – Vocational Labs
- Brigance Life Skills/Employability Skills
- CBVA
- PASS-D
- Parent Information Box on Transition
Special materials or products developed by district for transition:
• Brochures
• Website
• Teacher Toolkits
• Parent Newsletter
• Directory of Services
• Videos
**District:** St. Lucie

**Contact:** Ms. Lesa Kitzmiller, District Transition Contact  
1901 S. 11th Street  
Ft. Pierce, FL 34950

**Phone:** (772) 429-4587  
**Fax:** (772) 468-5396  
**E-mail:** kitzmillerl@stlucie.k12.fl.us

**Information provided by:** Lesa Kitzmiller

**Effective transition practices:**
- Groundhog Job Shadowing Day
- On-the-Job Training (Career Placement)
- Paid and Non-Paid Work Experience (CBI, CBVT)
- Great Exploration Career Exploration at the Community College
- Five Job Coaches for Supported Competitive Employment
- Apprenticeships for Air Quality Area and Food Service (full-time employment)
- Summer Employment PSL City Hall (9 – 12 students)
- Videos for Transition Information
- Self-Determination Training
- CBI/CBVT Training for Teachers
- 18 – 21 Program at Local Community College
- Pilot Club Grant for training for teachers to use assistive technology in the community for independence
- Job Coaching Brochure
- Systematic method for collecting information to process plans for students through VR
- Community College Speaks to students about certificate programs
- College Fairs at all high schools
- FDLRS Support

**Curriculum and/or activities used:**
- Dare to Dream
- Dare to Dream for Adults
- Career Cruiser
- Work Information (i.e., Resumes, Applications, Job opportunities in the county)
- Vocational/work activities at stations in classroom for students functioning at the supported level
- School Based Enterprises
- Career Exploration Materials for All Teachers
- Life Skills
Transition assessments used:
• Choices
• Bridges
• Career Cruiser
• Pasco Alternate Assessment
• FCAT

Special materials or products developed by district for transition:
• Work Skills Kits
• Date Base Form for VR Contacts (Monthly)
• Brochures
• Directory of Services
District: Taylor

Contact: Ms. Diane Whitfield
318-A North Clark Street
Perry, Florida 32347

Phone: (850) 838-2536
Fax: (850) 838-2537
E-mail: Diane.whitfield@taylor.k12.fl.us

Information provided by: Diane Whitfield

Effective transition practices:
• In-depth job readiness/job training class for students primarily seeking a special diploma (Job Preparation)
• Introduction to self-determination for teachers
• Transition Fair
• Job Prep Class at High School (Vocational Education for Students with Disabilities)
• Paid work experience in school system
• Project CONNECT
• Option 2 (outcome of Project CONNECT recommendation)
• PAES Lab
• New position at high school (third party agreement)

Curriculum and/or activities used:
• Vocational Education for Students with Disabilities
• Life Centered Career Education (middle and high school)
• Community-Based Instruction (middle and high school)
• Practical Assessment Exploration System (high school)
• Transition Fair
• Project CONNECT Taylor Transition Team meets monthly
• Self-Determination
• Portfolios initiated for some students

Transition assessments used:
• LCCE
• SAGE
• PASS-D
• PAES

Special materials or products developed by district for transition:
• Interagency Release Form
• Business Cards for Job Prep Students
• “What to Expect in High School” Brochure (distributed to all 8th graders)
• “If-Then” Handouts (Names, Positions, Contact Information)
• Option II Handbook (Based on DOE draft, Hamilton and Escambia)
District: Union

Contact: Ms. Debi Dukes, ESE Director
Exceptional Student Education
Union County School District
55 Southwest 6th Street
Lake Butler, Florida 32054

Phone: (386) 496-2045 ext.231
Fax: (386) 496-4818
E-mail: dukesd@union.k12.fl.us

Information provided by: Chrystal Woodall and Amy Britt

Effective transition practices:
• Career guidance monthly in 8th grade
• Special Diploma Option 2

Curriculum and/or activities used:
• Dare to Dream (8th Grade)
• Career Interest Inventories (8th Grade)
• Career Day (8th Grade)
• Diploma Decisions

Transition assessments used:
• Brigance
• Portfolio

Special materials or products developed by district for transition:
• Transition worksheet completed by the student as part of the IEP
District: Volusia

Contact: Ms. Sharon Vorhees
      Ms. Cathy Galotti
      Mr. Fred Zollinger
      Brewster Center
      P. O. Box 2118
      North Clara Street
      Deland, Florida 32721-2118

Phone: (386) 255-6475
Fax: 
E-mail: slvoorhee@volusia.k12.fl.us
cgalotti@mail.volusia.k12.fl.us
fzollin@volusia.k12.fl.us

Information provided by: Linda Davidson

Effective transition practices:
• Project CONNECT
• Transition Fair
• Youth Employment Services (YES)
• Six Supported Employment Job Coaches
• Transition Video/Activity Packet
• HIP Video
• Career Placement
• Option 2 Graduation Plan
• CBI/CBVT
• Transition Support Group for students served SED
• Career Placement/Option 2 Workshop for ESE teachers
• Job Shadowing through Career Experience Course
• FDLRS Support
• Transition Packet for teachers and agencies
• Pilot Program for Transition Portfolio and Self-Determination Skills for Consultation Students
• School-based Training
• Meeting with ESE Administrators

Curriculum and/or activities used:
• Standing Up for Me
• Dare to Dream
• Simply Careers
• Manuals for Career Preparation, Career Education, Career Experiences, Career Placement, Option 2
• Careers by Globe Fearon
• Transition Portfolio
• Self-Determination Skills for Consultation Students

**Transition assessments used:**
• CMD
• Brigance
• Bridges
• Magellan
• All assessments listed on Career Connection Website (www.careerconnection.org)

**Special materials or products developed by district for transition:**
• Program for Self-Determination Skills for ESE Consultation Students
• Transition Portfolio
• Career Manuals for Career Preparation, Career Education, Career Experience, Placement and Option 2
• Agency Information Folder
• Job Coach Manuals
• Transition Video/Packet
• Transition Survey
• Agency Matrix
• Career Connection Website
District: Wakulla

Contact: Vicki Strickland
3237 Coastal Hwy.
Crawfordville, Florida 32327

Phone: (850) 926-7125
Fax: (850) 926-8571
E-mail: stricklandv@wakulla.k12.fl.us

Information provided by: Vicki Strickland

Effective transition practices:
• CBI Program for students with developmental disabilities
• Wakulla Employment and Skills Training (WEST) Program
• Big Bend Transition Council (BBTC)
• Training Opportunities and Placement Program for Students (TOPPS)
• Project CONNECT
• Transition 101 for every middle school and high school teacher

Curriculum and/or activities used:
• Standing Up for Me
• Dare to Dream
• Simply Careers
• FACTS.org

Transition assessments used:
• Pasco Alternate Assessment
• CBVA
• FACTS.org
• TABE
• LCCE
• CBT

Special materials or products developed by district for transition:
• WEST and TOPPS Brochures
• Spectrum and Guide (listing of agency and school district services)
• Transition Website on Wakulla County School Board site