

## 2016-2017 Postsecondary Transition Plan (PTP): Tips, Reminders, & What's New!

The Transition Improvement Grant (TIG) Regional Coordinators conduct monthly PTP reviews and follow-ups with your school district to ensure your district is implementing the legal requirements of the PTP. Below is information to assist you with connecting the PTP to the IEP, Designee Rolls, working within the PTP, and changes in the PTP application.

### It's the Law: Connecting the PTP to the IEP

- Each and every IEP that is developed for a student who is turning 14 or is already 14 or older **MUST** have a Postsecondary Transition Plan (PTP) developed and submitted to DPI within 30 days of the IEP meeting. Consider your district policy. Is there a procedure in place to ensure that the PTP is sent with the IEP? It is required that a finalized PTP must be attached to the IEP when it is sent home to parents. **The PTP is still the I-8**, even though it is completed through an on-line application, rather than your districts IEP software. The steps to completing a PTP should be added to the scripting of the IEP Process, an IEP checklist, or a step that is added to your IEP software that keeps it from archiving until you have linked a PTP report. These are some ways the PTP process could be added into procedures already in place to assist staff in remembering the legal requirements of the PTP and to complete it at the IEP meeting.

### PTP Director Designee Roles:

- **MOVE STUDENT: from one school to another within your district:** Currently the PTP does not automatically transfer PTPs from one school to another. Remember as a new school year starts, use the "Move Student" tab within the PTP. For example, all students transitioning from the middle school to the high school will need to be moved. Only a PTP user with a Director access role can complete this action.
- **MOVE STUDENT – Mass Transfers of students between one school and another (Director/Designees only).** This provides capability to move multiple students at once when searching by school on the "Move Student" tab. If only the name fields are used to search, you will only be able to change the school for individual students, as per previous functionality. (Reminder: You can enter partial names into the Last Name and First Name fields):  
<http://dpi.wi.gov/sites/default/files/imce/sped/pdf/tran-ptp-new-2015-06-18.pdf>
- **GRANT & REVOKE PTP ACCESS:** If you have special education staff that have left your district, you will need to revoke their access to the PTP. Your PTP Application Administrator can follow the step-by-step directions on the Indicator 13 webpage to complete this in ASM (Application Security Manager). <http://dpi.wi.gov/sites/default/files/imce/sped/pdf/ptp-app-admin.pdf>
- **NEW STAFF:** If you have new special education staff joining your district or switching schools, you will need to grant the new staff access to the PTP or change access to schools depending on the situation. Your PTP Application Administrator can follow the step-by-step directions on granting PTP access in ASM (Application Security Manager):  
<http://dpi.wi.gov/sites/default/files/imce/sped/pdf/ptp-app-admin.pdf>
- **DELETE A DUPLICATE PTP:** The ability to delete a PTP record is limited to PTP users with the Director/Designee access role. Only PTP records that have not been submitted can be deleted. If the PTP is locked, it must be unlocked before it can be deleted. **Only PTPs created in error or duplication should be deleted.** A PTP can be deleted in two ways:
  - Click on the "Finish In-Process PTP" tab, select the school in which the PTP was created, change the radio button to "Show all records for the school," find the student PTP record that needs to be deleted, click on "Delete PTP." A pop-up message will ask "Are you sure you want to delete the PTP?" Click "OK" to confirm deletion of the selected PTP student record.
  - From the PTP completion page, click on "Delete PTP." A pop-up message will ask, "Are you sure you want to delete the PTP?" Click "OK" to confirm deletion of the selected PTP student record.
  - If you have a student with 2 or more unlocked PTP's, there is likely a duplicate record has been created and will need to be deleted. Before deleting this record, you can confirm the error by using the Student History option under reports. You must enter at least 2 letters of either the first name or last name OR enter the entire 10 digit WSN to initiate a search. Once you've confirmed a current PTP has been submitted, you can delete the PTP created in error. For more information, please review this brief video link <http://dpi.wi.gov/sites/default/files/imce/sped/pdf/tran-ptp-new-2015-06-18.pdf>
- **TRANSITION SERVICES & COURSE OF STUDY FOR STUDENTS GRADUATING:** New this year will be a switch from the previous seven Transition Services dropdowns to Pre-Employment Transition Services (Pre-ETS). The Wisconsin Department of Public Instruction (WI DPI) promotes the objective of educational services for all students as preparation for College and Career. Academic Career Planning is also being added as a requirement for students in grades 6-12. In addition, the federal Workforce Innovation and Opportunity Act (WIOA) includes the collaborative responsibility of school, vocational rehabilitation services and long term support to provide Pre-Employment Transition Services to students. Here is a link that will explain in detail the 5 categories of Pre-ETS. **NOTE – This document will stay in draft format until further revisions are completed.**  
[http://witig.org/wstidata/resources/transition-services-revised-5-10-16-1\\_1463666729.pdf](http://witig.org/wstidata/resources/transition-services-revised-5-10-16-1_1463666729.pdf)
  - The PTP database allows you to bypass selection of transition services and course of study for students graduating high school and exiting when the meeting date is between May 1st and June 30<sup>th</sup> of the current school year.
- **UPDATE ON THE USE OF "OTHER" IN THE PTP:** The Department of Public Instruction (DPI) conducted a compliance review of postsecondary transition plans of students 16 years old and older submitted by local education agencies (LEAs) via the online Postsecondary Transition Plan (PTP) application. Many of the compliance errors detected arose at the three points during the



transition planning process where the “other” option is available to manually enter information regarding: postsecondary goal in the area of education/training, postsecondary goal in the area of employment, and transition services. When using “other”, IEP teams must use caution to ensure a **compliant** goal or transition service is specified. Districts can now review the content of the PTP when reviewing records that include ‘Other’ text for the postsecondary education goal, postsecondary employment goal or transition services by clicking the link that makes up the PTP/WISE ID. The PTP Locked or Submitted date has also been added to the report. Further guidance about the use of “OTHER” and compliance within the PTP can be found on the Indicator 13 webpage link or by clicking on this link - <http://dpi.wi.gov/sites/default/files/imce/sped/pdf/tran-ntp-other-noncomp-guidance.pdf>

#### All PTP Users:



- **CHANGE FROM WSN NUMBERS TO WISE ID:** On July 1, 2016, DPI began the process of switching the WSN system to WISE ID, therefore student matches will not be available for **New and Transfer in Students** until October 2016. <http://witig.org/resource-link.html?id=32754> This means:
  - Students with first time PTPs as of July 1 (no WSN/WISE ID set up in the PTP system) will not appear in your district student lists.
  - Students transferring into your district, even if they are registered, will not appear in your district student lists.
  - You will not be able to make a WISE ID match for these students until October. For more information on WISE ID and matching please visit this link: <http://dpi.wi.gov/sites/default/files/imce/sped/pdf/spp13-ntp-wiseid-matches.pdf>
- **STUDENT HISTORY REPORT:** This report can be used to search by student name or WSN number for all PTP reports for an individual student. You must enter at least 2 letters of either the first name or last name or the entire 10 digit WSN number to initiate a search.
- **REVISE PTP:** If a student’s PTP was created and submitted last school year or during a previous school year, there is no need to create a new one using the “Create PTP” tab. Click on the “Revise Submitted PTP” tab to review and update the student’s PTP during the annual IEP meeting. To complete this process:
  - Click the “Revise Submitted PTP” tab, select the school within your district where the student’s submitted PTP was created, enter the student’s information (enter limited information to initiate your search) or simply click “Search” and a list of students with submitted PTPs will be generated, identify the student you are searching for, click the blue “Annual IEP” link at the right side of the screen, then click “Continue” when prompted to do so. This will bring you to the student’s current PTP for you to update and edit. (If the student moved from the middle school to the high school, once the director/designee moves the record, you will need to search under the high school)
- **WHAT’S NEW WITH THE PTP:** For ongoing updates and announcements, visit the “What’s New with the PTP” <http://dpi.wi.gov/sped/about/state-performance-plan/indicators/13-transition/update> webpage throughout the school year. For more detailed information about the PTP, please visit the DPI Indicator 13 webpage at: <http://dpi.wi.gov/sped/about/state-performance-plan/indicators/13-transition> and view the Training and Technical Assistance section for PTP Users. This section will provide you with the PTP manual, a PTP guide for parents and students, the PTP demonstration site, FAQ’s and online training modules.



**Note:** It is recommended users do not use two tabs while using the PTP. If you need to refer to a previously submitted PTP, you can download the I-8 from the Revise Submitted PTP tab or the Student History report in the Reports tab. You can have that document open in another tab at the same time as the application.

#### PTP Related Resources for writing high quality best practice PTP’s :

[Utilizing Career Clusters in the PTP](#)

[Creating a Purposeful Postsecondary Transition Plan \(PTP\) for Middle School Students](#)

[Current Workforce Innovations & Opportunities Act \(WIOA\) Updates](#)

For technical assistance, please first contact your district PTP director/designee, then TIG regional staff at:

<http://www.witig.org/contact-us/> and/or Wi DPI staff listed below:

- 🐦 Nancy Molfenter, Transition Consultant, WI Department of Public Instruction, [nancy.molfenter@dpi.wi.gov](mailto:nancy.molfenter@dpi.wi.gov), (608)-266-1146
- 🐦 LeAnn Leahy, Data Coordinator-Special Education Team , WI Department of Public Instruction, [leann.leahy@dpi.wi.gov](mailto:leann.leahy@dpi.wi.gov), (608) 267-9243
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