

## PTP Checklist: Compliant and Best Practice/Meaningful PTPs

Student Name: \_\_\_\_\_

IEP Meeting Date: \_\_\_\_\_ PTP Creation Date: \_\_\_\_\_ Case Manager: \_\_\_\_\_

[Effective Practice PTP Guide](#)

Review your PTPs for compliance and align them with effective practices! Please use the guide above to review each section for tips and practices that will move the PTP to a meaningful document that captures the robust conversations of your Postsecondary Transition Planning meetings. The PTP Portal is identified with steps that are also reflected in the guide for your reference.

	Postsecondary Transition Plan (PTP) Requirement	Yes	No
1.	Will the student be exiting school because of graduation or exceeding the age of eligibility for a Free Appropriate Public Education (FAPE) at the conclusion of the current academic school year? (Step 2)		
2.	Is there evidence that the student was invited to the IEP team meeting where transition services were discussed? (Step 3)		
3.	When identifying and developing postsecondary goals, is there evidence that the student's preferences and interests were considered? (Step 3)		
4.	Has at least one age-appropriate transition assessment been completed? Have the results been shared with IEP team members? (Step 4)		
5.	Has the team considered and reviewed information from the student's Academic Career Planning process? (Step 4)		
6.	Is there a specific postsecondary goal that is based on age appropriate transition assessment(s) for <b>Education/Training</b> ? (Step 5)		
7.	Is there a specific postsecondary goal that is based on age appropriate transition assessment(s) for <b>Employment</b> ? (Step 6)		
8.	Has the team discussed postsecondary Independent Living Skills for the student? If needed, is there a specific <b>Independent Living Skills</b> goal identified? (Step 7)		
9.	Is there an <b>IEP goal</b> that will help the student make progress toward meeting all postsecondary goals and has the IEP goal been copied into the PTP? (Step 8)		

10.	Has the team selected appropriate <b>Pre-Employment Transition Services</b> to assist the student in reaching each postsecondary goal? (Step 9)		
11.	Is there evidence that, if appropriate, a representative of any participating agency (that is likely to be responsible for providing or paying for transition services during the dates of this IEP) was invited prior to the IEP team meeting? (Step 10)		
12.	Is there evidence of prior consent of the parent or student who has reached the age of majority, to invite an outside agency? (Step 10)		
13.	Has the team considered relevant <b>course(s) of study</b> that include a multi-year description of coursework, specific and individualized to the student's preferences and interests and aligned to the postsecondary goals? (Step 11)		
14.	Will the student turn 17 in the timeframe of the IEP or already reached the age of 18 and require documentation on the <b>Transfer of Rights</b> ? Has the documentation been shared with student and family? (Step 12)		
15.	When exiting high school, has a <b>Summary of Performance</b> been completed and shared with student and family?		

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