Postsecondary Transition Plan (PTP) "Other" Statement Use: Guidance on Compliant Use

When using "other", IEP teams must use caution to ensure a compliant goal or transition service is specified. If an "other" is selected, the application gives a warning when a user attempts to submit the PTP to DPI. Review this document to learn more about appropriate uses of "other" and how to write a compliant statement when using "other."

Education/Training – When using "other" here, the specific type of training must be listed as well as the detail of what skill is being acquired, where the training will take place and who will provide the training.

Most common non-compliant statements:
• workforce (work would be on-the-job training) • full or part-time work (check on-the-job training for work) • 18-21 program • Project SEARCH • student "would like to" • unsure/undecided • type of job (farmer) • day services or sheltered workshop • long-term care

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Employment – When using "other" here, an actual job, career or area of skill development directly linked to a specific job must be listed. If there is not a direct match for a specific job, match the job as closely as you can to the career field and then use the additional information box to give more detail. For example: tattoo artist can be matched to "artist or related worker" and then in the additional information box write in tattoo artist specifically.

Most common non-compliant statements: *• sheltered employment • actual location of job wanted • undecided/unsure • content field such as science, business owner, etc.(be more specific as to what actual job in that area)*

Pre-Employment Transition Services (Pre-ETS) – The PTP must contain at least one transition service for the current school year, that will assist a student to reach his/her postsecondary goals. Schools are required to document a service that was provided in the last IEP as a way to document Pre-ETS for the Workforce Innovation and Opportunity Act (WIOA).

Most common non-compliant statements: *• Using "Other" and that being the only transition service listed (must have one compliant transition service listed) • lack of terminology describing the service the school will provide (often in conjunction with the student, family, and/or agency)*

NOTE: Once a PTP has been submitted to the DPI PTP portal, it cannot be unlocked to edit. You can, however, do a revision to that PTP with or without a meeting. Keep in mind this still requires a *Notice of Changes Made to an IEP With or Without an IEP Meeting*. Parents/guardians require notification that a change has been made, along with an updated copy of the PTP with the IEP.

Students with Complex Support Needs may have very diverse skills, strengths, and support needs. You can match employment and education/training goals as closely as possible and use the additional information box to give more detail as to the student's plan. For further guidance on creating a meaningful PTP for a student with complex needs, please see the following document. [PTP and Students with Complex Support Needs.](#)

Revised 01/2024