

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

Tips when reviewing PTPs for compliance:

- ✓ Is the goal written for AFTER high school?



Education/Training – must list the type of **training** required to reach the measurable postsecondary goal for employment. This should address the type of knowledge/skills acquired AND where/who will provide the training.

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

Employment – must list the actual job/career and/or area of skill development directly linked to a specific job.

Most common non-compliant statements: • sheltered employment • actual location of job wanted • undecided/unsure • content field such as science, business owner, etc.

Course of Study: classes MUST be listed with at least one class moving the measurable postsecondary goals forward.

Most common non-compliant statements: • location of classes such as ID Room or “off-site” • linking to 4 year plan outside of the PTP document

Pre-Employment Transition Services (Pre-ETS) – must be a **service/activity** provided to move the student forward in goal completion; commonly mistaken as an IEP goal. 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: • completion of specific classes (service could be listing what instruction the student needs to complete the class) • course of study • lack of terminology describing the service the school will provide (often in conjunction with the student, family, and/or agency), etc.

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 required IEP forms.



Using the **additional information box** to provide further details, allows the reader to see the plan with more details and stop a non-compliant statement from being drafted.

Using the radio buttons provided ensures a minimally compliant PTP, but does not ensure a meaningful PTP. Your TIG Regional Coordinator is available to assist your district in writing effective practice PTPs.

The contents of this resource were developed under a grant from the U.S. Department of Education (DOE), CFDA (84.027), through the Wisconsin Department of Public Instruction (WDPI). The Transition Improvement Grant (TIG) acknowledges the support of WDPI in the development of resources. Please recognize the contents do not necessarily represent the policy of the DoE or the WDPI. There are no copyright restrictions on this resource; however, please credit the WDPI and the TIG when copying all or part of this material.