

## 2023-2024 Postsecondary Transition Plan (PTP) Tips

This document provides the PTP application user information around compliance, PTP report guidance, and problem solving strategies.

Every IEP that is developed for a student in Wisconsin who is turning 14, or over 14 years of age **MUST** have a PTP developed and submitted to the Wisconsin Department of Public Instruction (DPI) within 30 days of the IEP meeting. Once created, the PTP must be reviewed and revised at the annual IEP team meeting.

The PTP is the I-8 in the IEP and is a legally required component of the student's IEP, even though it is completed through an on-line application rather than a district's 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 the district's IEP software that keeps the IEP from archiving until a PTP report has been linked. Also a procedure should be in place to ensure that the PTP is attached to the IEP and provided to the parent/guardian or adult student.

Below are informational resources to assist with processes, procedures, and problem solving potential issues within the PTP application.

### Before the School Year Begins

To be prepared to complete the first PTPs in your district, consider the activities below.

- **New Directors** – make sure that you have Director/Designee access to the PTP application before school starts. Also, contact your District Security Administrator to grant you the role of “PTP Application Administrator” so that you can manage staff access to the PTP application. Learn how to [assign access](#) in the PTP application. Review the [Security Diagram](#) to ensure teachers have the appropriate access.
- Assist new educators in [requesting access](#) to the PTP application and [creating a WAMS account](#) if they do not have one.
- Director/Designee Role: [Move Student\(s\)](#) via Manage PTPs menu - Move student(s) between buildings within a school district. i.e., single or mass transfer of students. Transfer middle school students to the high school so that high school educators can access the student's middle school PTP to revise.
- [Revoke PTP Access](#) - To maintain student confidentiality, contact the district PTP Application Administer to off board users through WISEsecure when PTP users leave the district.
  - Note: When a staff member leaves a district and needs access in another district they can be granted access without the district they left revoking their access.

### PTP Director/Designee Role

This is the highest level of access in the PTP application.

- **Review PTPs** before submitting to DPI

- Review PTPs that have used “other” to determine if the “other” activity listed is compliant
- Lock and submit all PTPs within 30 days of the IEP meeting
- Develop a process so that PTPs are submitted timely to DPI.
- Utilize the “Edit Student Report” to [match a WISEid](#) if a PTP was created without one or to **update a student name** in the PTP application.
- [Delete a PTP](#) when a PTP was created in error and has not been submitted to DPI.
  - A PTP can be deleted in one of two ways in the PTP Application:
    - 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, then click on “Delete PTP.” A pop-up message will ask “Are you sure you want to delete the PTP?” Click “OK” to confirm delete.
    - 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.

### All PTP Users

Helpful tips and resources are listed below for all PTP application users.

- TIG library of [PTP Technical Assistance](#) short videos
- Learn more about [Google Single Sign-On](#)
- Revise a PTP: If a student’s PTP was created and submitted last school year or during a previous school year, do not create a new PTP. To create a revised PTP within the PTP application using the “Revise Submitted PTP” link under “Manage PTPs”
  - Click the blue “Annual IEP” link at the right side of the screen
  - This will bring the student’s current PTP forward and allow for editing.
- All NEW PTPs and transfer students will require a new PTP via “Manage PTPs” then “Create a New PTP.”
- Reminder: All PTPs are to be locked and submitted to DPI within 30 days of the IEP meeting.

### Use of “Other” in the PTP Application

The Wisconsin DPI conducts a compliance review of student PTPs submitted by local education agencies (LEAs) via the online PTP application each summer. Many of the compliance errors were detected at the three points in the PTP where the “other” option is available to manually enter information in the education/training goal, employment goal and/or transition services. 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 the Wisconsin DPI. Review this [guidance document](#) to learn more about appropriate uses of “Other.”

### PTP Access Issues

Below are problem-solving steps to try if the PTP application is not working:

- Make sure to use the correct login [link](#)

- Use Chrome as the web browser
- Clear your cache-[directions](#)
- Utilize an incognito window-[directions](#)
- Restart your computer
- Wait 60 minutes and log into the PTP application again
- If you are locked out of your account and get an intruder alert message, follow directions on #6 of the WAMS FAQ webpage. [directions](#)
- If login issue continues, contact a [TIG Technical Assistance Specialist](#)

### **Graduating Students**

The PTP database allows the user to bypass the selection of transition services in step 6 and course of study in step 11 for students graduating high school and exiting when the meeting date is between May 1st and June 30th of the current school year.

Step 1 of the PTP application asks if a student is exiting school because of graduation or exceeding the age of eligibility for FAPE. Mark the radio button for “yes” if the student is exiting at the end of the school year. The application has required fields for contact information to be collected on all PTPs. The “Exiting Student Contacts” report compiles this information so that a district staff can enter it into the [www.indicator14wi.org](http://www.indicator14wi.org) website before the start of the Indicator 14 Survey window.

**PTP Education Opportunities:** Take the [UW-Whitewater/TIG PTP Course](#) or the [Introduction to the PTP Module](#) to gain knowledge of PTP compliance and best practices.

### **Support Contact Information**

For further assistance, contact your district PTP Director/Designee, a TIG Technical Assistance Specialist or the DPI Education Consultant to assist with PTP or other related transition questions.

- Alicia Reinhard, Education Consultant, DPI, [Alicia.reinhard@dpi.wi.gov](mailto:Alicia.reinhard@dpi.wi.gov), (608) 266-1146
- Pam Jenson, TIG Technical Assistance Coordinator, [pam.jenson@cesa2.org](mailto:pam.jenson@cesa2.org), (608) 921-1400
- Jenny Jacobs, TIG Technical Assistance Specialist CESAs 1, 2, 6 & 7  
[jjacobs@cesa7.org](mailto:jjacobs@cesa7.org), (920) 809-7662
- Anne Fimreite, TIG Technical Assistance Specialist CESAs 4, 5, 10, & 11  
[afimreite@cesa4.k12.wi.us](mailto:afimreite@cesa4.k12.wi.us), (608) 786-4841
- Shelley Burke Otto, TIG Technical Assistance Specialist CESAs 3, 8, 9, & 12  
[sburkeotto@cesa9.org](mailto:sburkeotto@cesa9.org), (715) 891-0474

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