



Tip Sheet for Data Collection

Regular Positive Communication

Transition Timelines

If your Vital Behavior is: “Family and students will access GACollege 411 or equivalent for an Individual timeline and track activities (job shadowing, college visits, Vocational Rehabilitation counseling and etc.) each grading period.” E2P Graduation Guide Vital Behavior #5

If your Vital Behavior is: “Family and student will understand and discuss graduation requirements, using a child’s individual timeline to keep track of upcoming activities on monthly basis, logging their conversations and accomplishments.” E2P Post Secondary Guide Vital Behavior #3

GaCollege411 Link to this page to create a timeline. Use the tabs for the appropriate grade level:

https://www.gacollege411.org/High_School_Planning/High_School_Planning_Timeline/Landing_Page.aspx

If you are working with a family who has a child not planning to attend a post secondary college program, there are other timeline tools that you could adapt. AbilityLinks <https://www.abilitylinks.org/> is a resource for people with disabilities who are searching for employment

This link offers a transition timeline for elementary through post secondary. To create data have the family pick three to all of the items on the checklist and report progress monthly or quarterly using a communication log (download one from the learning curve)

https://www.abilitylinks.org/docs/tpc/TPC_2006_02_Transition_Timeline.htm

For those families tracking Vocational Rehabilitation progress: The National Association of School Psychologists offers a skills checklist for post secondary employment for SWD.

See checklist on back. Parents could choose items from this list and identify which they have worked on through a communication log:

IMPORTANT VOCATIONAL SKILLS TO LEARN

Vocational training should provide students with a curriculum that prepares them for the job that they intend to enter. Broad-based knowledge and skills are good, but for some students with disabilities, specific skills are necessary for survival in the workplace and in the community and need to be explicitly taught.

Academic Skills

- Reading and writing (e.g., sight-word vocabulary, spelling, handwriting, typing, etc.)
- Math (e.g., basic computation, money, measurement)
- Problem solving
- Listening comprehension
- Speaking
- Computer
- Art or music
- Foreign language

Communication Skills

- Following and giving directions accurately
- Communicating information
- Understanding and processing information
- Requesting or offering assistance

Social and Interpersonal Skills

- Answering the phone and taking a message
- Making necessary phone calls to employers and other professionals as part of a job requirement
- Displaying appropriate workplace behavior and etiquette
- Knowing appropriate topics for discussion in the workplace
- Knowing when and when not to socialize on the job
- Learning how to protect themselves from victimization
- Learning social problem-solving techniques

Occupational and Vocational Skills

There are a number of skills and behaviors that most, if not all, jobs require. It is important to help students who do not already possess these skills acquire them. Examples of these activities include the following:

- Using a time card and punch clock
- Arriving to work on time
- Calling when sick
- Requesting vacation time
- Using the appropriate voice tone and volume
- Accepting instructions and corrections
- Knowing appropriate interaction with coworkers (i.e., getting along; social problem solving; making friends; and recognizing personal, professional, and sexual boundaries)

There are also a number of skills that students should have to be as independent as possible in their future job searches; these skills include the following:

- Looking for jobs (advertisements in the newspaper and online, neighborhood help-wanted signs, and local resources)
- Filling out job applications
- Writing résumés and cover letters
- Obtaining necessary identification (photo ID, birth certificate)
- Filling out paperwork (W2 forms, I-9 forms, employer paperwork)
- Having interviewing skills

Need more help? Consult your regional rep.