

**TRANSITION SERVICES REQUEST FORM**

Referring Person Name:		Position:	District:
Student/Program:		DOB:	Date:
Teacher/Contact		Grade/Program:	
Name of School:		Parent/Guardian:	
Phone:	Email:	Home Phone:	Email:
Fax:		Mobile:	
(SEEM Office Only) Assigned Case Manager:			

**Please Choose From the Following Menu of Services**

ASSESSMENT	Estimated hours	Due Date	Member District**	Non-Member District**
<input type="checkbox"/> Postsecondary Transition Skills Assessment	8		\$880	\$1,100
<input type="checkbox"/> Student Vocational Assessment	6		\$600	\$700

DIRECT SERVICE	Density of Services	Target Start Date	End Date	EYP Services (Y/N)	Member District**	Non-Member District†**
<input type="checkbox"/> School to Work Program	_____ hrs./				\$67/hour*	\$83/hour*
<input type="checkbox"/> Educational Coaching	_____ hrs./				\$67/hour*	\$83/hour*
<input type="checkbox"/> Travel Training	_____ hrs./				\$67/hour*	\$83/hour*
<input type="checkbox"/> Rec. & Leisure Service	_____ hrs./				\$72/hour*	\$88/hour*

\* 15 minutes of indirect planning time will be billed for every hour of direct service.

\*\* All prices subject to change on July 1 of the new fiscal year.

†Non-member districts will be billed for the time it takes to travel to and from SEEM and the location of services.

**Please forward current IEP and any other pertinent documents or reports**

**Additional Student Specific Information**

Please list the referral need, areas of concern or other important information (e.g., does the student have a job, physical conditions that might affect employment, etc).

See Reverse Side

<b>CONSULTATION – Individual student, or classroom specific; program set-up, training and/or ongoing or predetermined consultation.</b>				
<b>Consultant:</b>	<b>Start Date</b>	<b>Est. Hours</b>	<b>Member District**</b>	<b>Non-Member District+**</b>
<input type="checkbox"/> Transition Specialist			<b>\$93/hour*</b>	<b>\$113/hour*</b>
<input type="checkbox"/> Recreational Specialist			<b>\$93/hour*</b>	<b>\$113/hour*</b>

<b>TRAINING &amp; WORKSHOPS</b> (Please describe training requested, how many will attend, and how many hours you are requesting) <i>Training &amp; Workshops are billed at \$93 an hour for member districts and \$113 an hour for non-member districts with paper work time to be negotiated+**</i>	
Target Date:	Estimated Hours:

\*\* All prices subject to change on July 1 of the new fiscal year.

+Non-member districts will be billed for the time it takes to travel to and from SEEM and the location of services.

\_\_\_\_\_  
 Special Education Director

\_\_\_\_\_  
 Date

Description of Services

**Postsecondary Transition Skills Assessment:** A comprehensive assessment examining the student’s postsecondary goals, interests and strengths in the areas of employment, independent living, and lifelong learning.

**Student Vocational Assessment:** An evaluation of the student’s career interests, aptitudes and work preferences.

**School-to-Work Program:** One-on-one or small group job-development, employment, and life skill training in community settings with the support of a SEEM Transition Support Instructor (TSI).

**Educational Coaching:** One-on-one or small group academic and social support of students enrolled in college programs through dual enrollment or MAICEI. *\*SEEM is not responsible for program admissions or enrollment.\**

**Travel Training:** One-to-one instruction designed to increase an individual’s ability to access their community and use public transportation independently. *\*Not part of Orientation & Mobility Services for the Visually Impaired.\**

**Recreation and Leisure Program:** SEEM’s Recreational Specialist assists individual students in exploring recreational interests, and developing skills to plan and access activities with greater independence.

**Transition Specialist Consultation:** Observation and meetings between an endorsed Transition Specialist and individual or groups of teachers, or programs pertaining to transition planning and practices. Consults may be isolated or on-going events.

**Recreational Therapist Consultation:** Informal training and capacity-building within programs, specific classrooms, or with teachers; and the facilitation of recreational events designed to promote opportunities for social skill development and inclusion.