



# Transition Assessment Toolkit

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Division of Special Education  
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This Transition Assessment Toolkit was developed to support educators in providing transition services based on age-appropriate transition assessment data. The toolkit includes six sections. Brief descriptions of each section are provided below.

### **Overview of Transition Assessment**

The overview provides a brief history of the legislative mandates for transition assessment and the components within a systemic approach to transition assessment planning and implementation.

### **Recommended Transition Assessments**

A table of recommended transition assessments with ordering information is followed by descriptions of each assessment outlining who the assessment is appropriate for, what it measures, and how it is administered, as well as an example of assessment results and transition services. The majority of the recommended assessments are available free to print or complete online and all assessments within this toolkit can be purchased for less than \$700. While a multitude of other assessments are available, assessments were identified for recommendation based on their array of items and response options, ease of use, and price.

### **Student Case Studies**

Two student case studies are provided that demonstrate an ongoing transition assessment process and describe the results of multiple transition assessments. The assessments administered to the case study students were selected based on the students' individual characteristics and transition planning needs.

### **Techniques and Resources for Developing an Individualized Transition Assessment Process**

It can feel overwhelming to identify appropriate transition assessments that will support each student in learning about him or herself and provide the framework for developing Individual Education Programs (IEPs) that will support each student to move toward his or her postsecondary goals. A variety of techniques and resources are provided within this section to support the transition assessment process.

### **Additional Free Transition Assessment Online Resources**

The assessments within this toolkit provide a strong starting point for transition assessment. Additional free transition assessment resources are provided to support you in continually expanding your knowledge and skills, as well as to supplement the toolkit with additional assessments that are helpful for specific students.

# Overview of Transition Assessment

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Patricia M. Noonan & Amy Gaumer Erickson, (2011). Reprinted with permission.

## Need for Transition Assessment

Since 1990, legislation has been in place to ensure that the individualized educational program (IEP) process incorporated student interests and preferences, yet schools still struggle to understand the best way to capture and utilize this information. IDEA 2004 transition requirements center on transition outcomes, planning processes, and students' strengths, needs, interests and preferences, but actual transition goals often lack quality and definition, being too broad or vague (Lohrmann-O'Rourke & Gomez, 2001). Inadequate information on students' strengths, preferences, interests and needs is one of the primary reasons for the lack of quality and definition in transition goals.

Schools have included more appropriate transition assessment measures and methods, yet they often base the entire assessment process on the protocol of the school or program, not the needs of the student (Cohen & Spenciner, 1996). For example, transition assessment is often limited to occupational interests, which provides data that is questionable in many school settings (Lohrmann-O'Rourke & Gomez, 2001). Other research indicates that the focus on academic achievement in today's large-scale academic assessment environment often results in too narrow a range of assessment (Sitlington & Clark, 2006).

While secondary educators spend time each day assessing students to track academic progress, target areas for improvement, and provide feedback, few consider the value and significance of systematic assessment for planning students' transitions into postsecondary settings. This may be due, in part, to negative opinions about testing in general, and the



recent pressures of statewide testing for academic performance. Dissatisfaction around traditional assessments can result from observing and mirroring poor assessment practices, the inability of assessment to provide specific information about a student's learning needs to improve instruction, and the failure of many tests to assess higher order thinking and problem-solving skills (Daniels, 1999). **Practitioners continue to struggle to identify the critical areas of assessment for transition planning, choose appropriate assessment techniques for each student, implement assessment plans, interpret data and apply data-- all critical components of meeting the individualized needs of students with disabilities and impacting adult outcomes.**

## *Defining Assessment for Transition Planning*

Embodying many different methods and approaches, assessment for transition planning is an umbrella term encompassing any assessment that targets areas critical for a high quality

adult life for youth with disabilities. The Council for Exceptional Children, Division of Career Development and Transition (DCDT) defines transition assessment as:

...the ongoing process of collecting data on the individual's strengths, needs, preferences and interests as they relate to the demands of current and future working, educational, living, and personal and social environments. Assessment data serve as the common thread in the transition process and form the basis for defining goals and services to be included in the IEP" (Sitlington, 1996).

This toolkit provides a general overview of transition assessment, including guiding principles, a systematic model of the assessment process, and descriptions of selected transition assessments.

### Guiding Principles of Assessment for Transition Planning

Before a discussion of recommended practices around the assessment process can occur, it is necessary to address some guiding principles critical to transition assessment. To understand these principles, one must raise the question, "Why assess?". Concerning transition planning, **assessment fulfills one key function—to facilitate self-awareness and family awareness for decision-making around critical life choices**. Rojewski (2002) proposed three core types of principles to guide the planning and implementation of transition assessment: *humanistic*, *holistic*, and *therapeutic*.

- A *humanistic* approach acknowledges that assessment should be unique for each individual, considering personal needs and situations.
- *Holistic* assessment considers the entire person in all relevant environments, including home and family roles, social/interpersonal relationships, and community living.
- *Therapeutic* assessment strives to reduce anxiety and facilitate growth by providing numerous opportunities for self-discovery and life satisfaction.

These three principles should be the priority values when planning assessments for youth with disabilities. Adopting these guiding principles will prevent assessment solely for the sake of meeting a monitoring requirement, such as checking a box on an IEP form or documenting present levels of performance.



The ultimate goal of assessment for transition planning is to help students develop and accept a positive and realistic self-image that matches what they want for themselves after high school. In doing so, four prominent uses of assessments are possible: prediction, discrimination, monitoring, and evaluation (Rojewski, 2002). **Prediction** is used to help an individual gauge probabilities of success; **discrimination** is concerned with an individual creating opportunities to match his/her personal preferences with available options; **monitoring** is used to continually self-evaluate progress and behavior; and **evaluation** is used to determine levels of goal achievement (Rojewski, 2002). These four specific functions of assessment illustrate how assessments can lead to increased and more appropriate opportunities based on the individual's strengths, preferences and interests.

Legislation such as IDEA 2004 and the Rehabilitation Act assert that individuals with disabilities should be equal partners with their families and the school in planning and decision making for their postsecondary goals. Students and consumers should direct their own educational, transition, and rehabilitation planning process. To do this, they must be sufficiently informed of their own strengths, interests, and preferences and how these relate to adult life (Sitlington, Neubert & Leconte, 1997). This is the basic starting point for transition assessment.

***Transition Assessment  
Starting Point***

*Students must be sufficiently informed of their own strengths, interests, and preferences and how these relate to adult life. This will equip them to direct their own educational, transition, and rehabilitation planning process.*

The success of assessment for transition planning depends greatly on the principles the process embodies. That is, if faulty principles underlie an assessment process, such as identifying only weaknesses and not using a strengths-based approach, the resulting effort will be limiting to the individual providing negative documentation of his or her weaknesses. In order to meet the principles of quality transition planning assessment, skills in self-determination and student involvement must be fostered and imbedded in the curriculum as well as the assessment process (Wehmeyer, 2001). The actions of self-determined people enable them to fulfill roles typically associated with adulthood. Self-determination can be defined as “acting as the primary causal agent in one’s life and making choices and decisions regarding one’s quality of life free from undue external influence or interference” (Wehmeyer, 2001). Self-discovery leads to knowledge of the individual person, which better prepares the individual to make choices. Information gleaned from transition assessments should encourage individuals with disabilities to make informed choices (Sitlington & Clark, 2006).

It is important not only to provide multiple opportunities for the development of self-determination skills through instruction and participation in student-directed IEPs (e.g., Martin, Mithaug, Oliphint, & Husch, 2002), but also to assess self-determination knowledge



and skills, like any other transition-related knowledge or skill area. Multiple assessment instruments can provide insight into levels of self-determination. **Self-determination is a critical skill-set for the transition planning assessment process. It allows students to participate in assessment planning (selecting areas and instruments or activities), advocate for themselves in interpretation of assessment data, and engage in matching their data to instruction and service planning.**

In order to identify strengths (abilities, knowledge, and skills), preferences, and interests humanistically, holistically, and therapeutically, it is critical to allow students to drive both the IEP and the transition assessment process to the maximum extent possible. The person-centered planning approach is one useful method. **Person-centered planning is a**

**process for planning and supporting youths that builds upon the individual's capacity to engage in activities that promote community life which honor the individual's preferences, choices, and abilities.** The individual identifies family members, friends, educators and professionals that he/she would like to have involved in the planning process. The ultimate goal of person-centered planning is to facilitate a lifetime of self-determination in order to maximize the level of community inclusion in adult life (Sax & Thoma, 2002).

*Students can directly influence the transition planning assessment process by expressing interests, preferences, and abilities and helping develop key, targeted questions to guide the assessment process.*

In order to facilitate self-determination and incorporate recommended practices around person-centered planning, students with disabilities must become a fully empowered member of the IEP team and provide input on information gained through assessment. As transition planning assessment often occurs now, students with disabilities are passive recipients of assessment activities and seldom see relevance to their current or future daily lives (Sitlington et al., 1996). Another problem is that traditional assessment often uses adult language, not the voice of today's students. The solution is that instead of adults primarily gathering data and interpreting results, students must be supported to self-assess, interpret results, and create goals (Sitlington et al., 1996).

Student-centered transition planning must be based upon an individual's awareness of his or her present level of functioning, a personal vision for the future, and knowing what must be done to get where he or she wants to be. (Sitlington et al., p. 48).

**Students can be directly involved in various phases of a transition planning assessment process, such as expressing interests, preferences, and abilities and assisting in the development of key, targeted questions, which serve as overarching questions throughout the assessment process.** Students can also conduct and participate in data-gathering activities and develop strategies based on assessment results. This focus on student choice and self-directed activities should be the underlying component in the development and administration of every transition assessment process.

### **Systematic Approach to Transition Assessment**

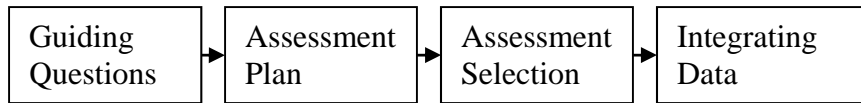
As noted in the DCDT definition of assessment for transition planning, it cannot be limited solely to vocational/career assessment, but instead must include a more comprehensive view, by looking at areas such as:

- ✓ *interests and preferences (life interests and values as well as occupational),*
- ✓ *physical health and fitness,*
- ✓ *motor skills,*
- ✓ *speech and language skills,*
- ✓ *cognitive development and performance,*
- ✓ *adaptive skills,*
- ✓ *socialization skills,*
- ✓ *emotional development and mental health,*
- ✓ *independent and interdependent living skills,*
- ✓ *recreation and leisure skills,*
- ✓ *self-determination skills,*
- ✓ *community participation, needed skills or information for next vertical transition,*
- ✓ *family or other supports*
- ✓ *needed linkages with support services* (Clark, 2007).



To this end, assessment should be conceptualized as a series of procedures that include developing questions, collecting information, and making decisions (Cohen & Spenciner, 1996). Figure A illustrates a systematic approach to transition assessment.

Figure A



### ***Step 1: Guiding Questions***

Sitlington and Clark (2007, p. 134) suggested that school personnel should develop a transition planning assessment approach that is not only in compliance with IDEA, but also incorporates recommended practice by thinking about the following questions:

- Do we currently have a useful framework for individual planning?
- Are students and families actively involved in the transition assessment process?
- Are we satisfied that all pertinent school-based personnel are involved in the transition assessment process?
- Does the school have the appropriate tools for individual assessment in transition planning?
- What works in selecting and using age-appropriate assessment for transition planning?
- What will users accept?
- What should be assessed for the transition planning process?

These questions are important to consider as early as possible, even as the student enters the educational system, but no later than age 16, when transition planning gets specific in terms of courses of study.

Assessment is critical in all areas and stages of transition planning. Appropriate methods of assessment must be determined at various transition points by the student, family and IEP case managers (Sitlington et al., 1997). Transition assessment needs to be ongoing and occur regularly, with annual reviews of the data in preparation for each new IEP. It is not adequate to complete an assessment or a flurry of assessments prior to an IEP meeting. Instead, the assessment process must be a planned, continuous process of obtaining, organizing and using information to assist students of all ages and their families in making critical transitions throughout the lifespan (Clark, 2007). Educators, meaning all education professionals and not just transition specialists, must collect ongoing assessment data throughout an individual's lifetime, and not just as a snapshot that yields undeveloped and stagnant information (Sitlington, 1996). The assessment team must develop transition assessment plans with the individual and his/her family, update plans regularly and integrated plans into an overall educational assessment plan (Sitlington & Clark, 2001).

### ***Step 2: Creating an Assessment Plan***

**The primary rule in creating an assessment plan is to individualize the types of assessments given to each student.** Each transition assessment should appear unique to that student, as it is selected with the student and family's participation. Students and



families must influence the assessment process as active participants on the assessment team (Sitlington et al., 1996). When choosing assessment instruments, it is important to use multiple types and levels of assessments, first selected based on how they address these key questions in a student's individual transitions planning: Who am I? and What do I want in life, now and in the future? (Clark, 2007). The term assessment itself includes standardized tests, interviews, direct observation, functional assessment, checklists and curriculum-based assessment, but these can be generally categorized into two overarching categories: formal and informal. In general usage, the term "formal" refers to standardized and highly standardized assessment, depending on the level of evidence around reliability and validity presented, and the term "informal" refers to non-standardized methods (Clark, 2007). In addition to the above methods, parent and sibling questionnaires, teacher observations, employer interviews, situational assessments, community-based checklists and profiles, and vocational training analyses may be effective methods that require assessment information from a variety of transition team members (Sitlington et al., 2007).

Formal assessment encompasses standardized instruments and procedures that contain validity and reliability data, provide detailed administrative and scoring information, and are often norm-referenced. Formal assessments can include: academic achievement tests, intellectual functioning assessment, adaptive behavior scales, interest inventories, quality of life scales, social skills inventories, self-determination scales, and vocational skills assessments (Clark, 2007). While formal measures of assessment are a good starting place in transition assessment, there are several limitations. It is important to consider age, developmental level, reading ability, communication style, primary language, and cultural background when selecting standardized assessments. Additionally, it's important to be aware of the tendency to use results that label or stigmatize individuals, the possibility of errors such as test bias, poor validity or low reliability, and a greater likelihood of fostering mechanistic decision-making (Rojewski, 2002). Developing instructional programs exclusively from standardized measures seriously limits an educator's ability to develop effective programs for student learning. Focusing specifically on knowledge, while neglecting *application* of knowledge and skills, restricts the educator's capacity to determine relevance or effectiveness of instruction. Other methods, such as informal assessments, are needed as well (Daniels, 1999).

Informal assessments are prevalent in schools, often created or modified by practitioners, shared among educators, and frequently available online at no cost. They provide critical information on student learning characteristics and effectively help teachers develop and implement more personalized, individualized instruction (Daniels, 1999). However, informal methods, such as case file reviews, social histories, structured interviews, situational assessment, observations, and rating scales, typically do not include validity or reliability data (Rojewski, 2002). Users need to identify ways to verify results ensure reliability.

While they are an exceptionally valuable means for soliciting critical information, informal



assessments are only as effective as the accuracy of the assessment questions and data collection. To address previously identified domain or skill areas, teams need to ask the right questions. This can prove challenging to a practitioner with limited time. However, as with standardized assessments, teams can develop protocols for informal assessments to assure fairness and high quality feedback. **These protocols may include clearly stating the purpose of the instrument, getting consent to participate, assuring that the individual can decide not to continue at any time, relating that there are no right or wrong answers; identifying who will have access to the completed survey; honoring confidentiality; and allowing ample time to complete** (Clark, 2007). Each type of informal assessment has benefits and limitations and it is critical that practitioners understand these limitations. For example, informal observation is a powerful tool, but inaccuracies in observations can occur due to unrepresentative behavior, the use of personal definitions of behavior rather than precise or stable definitions, bias resulting from unsystematic observations, and/or difficulty in independently verifying subjective information (Venn, 2000). Through careful preparation of an assessment plan and thorough understanding of the benefits and limitations of each type of assessment, informal assessment can be an invaluable tool.

### ***Step 3: Assessment Selection***

In addition to creating an assessment plan with the input of the student and family, several key guidelines dictate how to select various methods used in transition assessment.

Sitlington, Neubert and Leconte (1996) identify the following eight guidelines:

1. Assessment methods must be customized to gather specific types of information needed for upcoming decisions;
2. Methods must be appropriate to the learning characteristics of each individual;
3. Assessments must incorporate assistive technology or accommodations when necessary;
4. Assessments must occur in natural environments;
5. Assessment methods must produce outcomes that influence the development, planning and implementation of the transition process;
6. Methods must be assorted and include multiple ongoing activities that sample behavior and skills;
7. Results must be verified by multiple methods and persons;
8. Assessment results must be stored in user-friendly formats.

These issues must all be considered to create and implement an assessment plan that ensures best practices around transition assessment.

### ***Step 4: Integrating Data***

While administering assessments in a clear, motivating manner is a critical part of the assessment process, more important is what happens to the information after it is collected. Assessment is a means to an end, rather than the end in itself (Rojewski, 2002). The assessment is only as valuable as how it is used and how the results are implemented for each individual student. To achieve this, some suggest that assessment results should be interpreted in functional terms rather than stated in percentiles (Cohen & Spenciner, 1996). As assessments identify relevant aspects of transition planning, including vocational goals, learning styles, problem solving, student strengths and relationships between

interests and aptitudes, there must be a link between assessment information and planning, classroom instruction, and programming, or it is all a waste (Cohen & Spenciner, 1996). In addition to crafting IEP goals and transition services, educators should use assessment information to modify and individualize education to facilitate better instruction for each student. **As the ultimate goal of transition assessment is full participation in the school and community, the outcomes must focus on recommendations for appropriate placements and services, instructional strategies and accommodations, and accommodations in various environments that support an individual's strengths and abilities** (Sitlington et al., 1997).

Assessment data must be synthesized and interpreted for students and their families and documented in a usable format (Sitlington et al., 2007). Teachers have a critical role in this, but students should be involved to the extent possible in that synthesis and interpretation. To glean accurate information, assessments must include the individual's family. This requires that practitioners establishing working relationships with families prior to creating the assessment plan and administration. As educators become sensitive to family dynamics and aware of cultural values, assessments will be more effective and produce more valuable information (Lohrmann-O'Rourke & Gomez, 2001).

In addition to families, assessment efforts should be coordinated with adult services providers. To do this, a transition practitioner can involve outside agencies in the assessment process and structure the assessments to provide relevant information for adult providers as well (Sitlington, 1996). Results of ongoing assessment can be summarized and customized, and with the family and the individual's permission, transferred to adult providers (Sitlington, 1996). Collaboration is key with vocational educators, assistive technology specialists, rehabilitation counselors, employers, employee co-workers, financial aid personnel, social security counselors, and residential counselors (Sitlington et al., 2007). This open line of communication can impact the quality of adult services and provide longevity to the usefulness of the assessment data that was so carefully collected by the school and family assessment team.

Assessment data and information should always be a guiding component of the yearly IEP meeting as "present level of educational and functional performance." This information should be used to assist individuals with disabilities in making informed choices as he or she directs his or her own education, transition, and rehabilitation processes (Sitlington & Clark, 2001). In preparation for the IEP meeting, schools should provide a student with tools needed to express his or her strengths, preferences, interests and needs within the meeting. Students can summarize the information obtained through the transition planning assessment process using various methods, such as picture profiles, videos, products, portfolios, performance samples, voice recorders, and other methods (Lohrmann-O'Rourke & Gomez, 2001; Sitlington & Clark, 2007). Student roles are changing in the IEP process, from being a passive participant to actually leading and directing the IEP meeting by creating an agenda, inviting all participants, and running the meeting. Also, the current role of the special education teacher expands to include that of a group facilitator—providing as little or as much direction as needed for an individual student. Throughout the process of

preparation for the IEP, performance at the IEP, and IEP implementation, self-determination skills can be assessed and developed (Sitlington et al., 1996).

## Conclusions

Transition planning assessment continues to evolve to meet new challenges, identify guiding principles and establish practices that best meet the needs of youth with disabilities and influence a higher quality of adult life. While this is a long road to travel, there is an incredible amount to gain as we present youth with disabilities increased opportunities to achieve their goals and enjoy successes.

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# Transition Assessment Toolkit: Resources

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This Toolkit provides an overview of 24 critical transition assessments which can be considered a beginning “library of transition assessments” for providing high quality assessment.

Many of the assessments are free, and those that must be purchased were selected for their quality and cost-benefit. The estimated cost for purchasing and printing all 24 assessments (tests and manuals) is \$700. The entire collection should fit on two shelves of your bookshelf to create a group of critical transition assessments. By mixing and matching these assessments, you can provide high quality transition assessments to a variety of students.

If you are new to transition assessment, review each assessment and the following case studies and consider:

- ✓ Where do I get it?
- ✓ Who is it for?
- ✓ What does it assess?
- ✓ How is it administered?
- ✓ What might summary results look like?
- ✓ What transition activities/services might be identified based on the results?

Recognize how some of the transition assessments are appropriate for all students and some are specifically for students with developmental disabilities.

After you have familiarized yourself with the collection of assessments, begin administering the assessments to students and reflect on the appropriateness and usefulness of each assessment. In a short period of time, you will have a good understanding of which assessments to use with each student, noting that each student will likely require a different set of assessments to address their transition interests and needs.

In addition to the assessments that are listed in this Toolkit, don’t forget some of the transition assessment that you already do every day, such as interviews, behavioral observations, and situational assessments. Many times we know information about a student but can’t articulate why we know it or where it came from. An unstructured interview may be planned, partially planned, or completely spontaneous. Although it is usually conversational, it is still an opportunity for purposeful question-asking and should be documented within transition assessment results.

## Transition Assessment List

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Page	Assessment Title	Transition Topic	Price	Ordering Information
16	<b>Transition Planning Inventory – 2</b>	All Domain Areas	\$209.00	<a href="http://www.proedinc.com/customer/ProductView.aspx?ID=875">http://www.proedinc.com/customer/ProductView.aspx?ID=875</a>
19	<b>BRIGANCE Transition Skills Inventory</b>	All Domain Areas	\$199.00	<a href="http://www.curriculumassociates.com/products/detail.aspx?Title=BrigTSI">http://www.curriculumassociates.com/products/detail.aspx?Title=BrigTSI</a>
21	<b>Transition Portfolio</b>	All Domain Areas	Free	<a href="http://www.transitioncoalition.org/transition/tcfiles/files/docs/HSPortfolios1214275455.pdf/HSPortfolios.pdf">http://www.transitioncoalition.org/transition/tcfiles/files/docs/HSPortfolios1214275455.pdf/HSPortfolios.pdf</a>
22	<b>Futures Planning</b>	All Domain Areas	Free	<a href="http://rtc.umn.edu/docs/pcpmanual1.pdf">http://rtc.umn.edu/docs/pcpmanual1.pdf</a>
24	<b>Personal Preferences Indicators</b>	All Domain Areas	Free	<a href="http://www.transitioncoalition.org/transition/tcfiles/files/docs/PersonalPreferenceIndicator1253592698.pdf/PersonalPreferenceIndicator.pdf">http://www.transitioncoalition.org/transition/tcfiles/files/docs/PersonalPreferenceIndicator1253592698.pdf/PersonalPreferenceIndicator.pdf</a>
25	<b>AIR Self-Determination Scale</b>	Self-Determination	Free	<a href="http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/air-self-determination-assessment.html">http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/air-self-determination-assessment.html</a>
26	<b>Field &amp; Hoffman Self-Determination Assessment Battery</b>	Self-Determination	Free	<a href="http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/field-and-hoffman-self-determination-assessment.html">http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/field-and-hoffman-self-determination-assessment.html</a>
28	<b>I'm Determined Student Rubric for IEP Participation &amp; IEP Exit Surveys</b>	Self-Determination	Free	<a href="http://www.imdetermined.org/educators/">http://www.imdetermined.org/educators/</a>
29	<b>Student Engagement Instrument</b>	Student Engagement	Free	<a href="http://transitioncoalition.org/transition/file.php?path=files/docs/Student_Engagement_Instrument_complete1329321627.pdf">http://transitioncoalition.org/transition/file.php?path=files/docs/Student_Engagement_Instrument_complete1329321627.pdf</a>
30	<b>Assistive Technology Protocol for Transition</b>	Assistive Technology	Free	<a href="http://www.transitioncoalition.org/transition/tcfiles/files/docs/attransitionpacket1224259340.pdf/attransitionpacket.pdf">http://www.transitioncoalition.org/transition/tcfiles/files/docs/attransitionpacket1224259340.pdf/attransitionpacket.pdf</a>
32	<b>O*NET Ability Profiler</b>	Employment	Free	<a href="http://www.onetcenter.org/AP.html">http://www.onetcenter.org/AP.html</a>
34	<b>O*NET Interest Profiler</b>	Employment	Free	<a href="http://www.mynextmove.org/explore/ip">http://www.mynextmove.org/explore/ip</a>
36	<b>O*NET Work Importance Locator</b>	Employment	Free	<a href="http://www.onetcenter.org/WIP.html">http://www.onetcenter.org/WIP.html</a>
37	<b>Envision Your Career</b>	Employment	\$149.00	<a href="http://www.impactpublications.com/envisionyourcareerlanguage-freevideocareerinterestinventorydvd.aspx">http://www.impactpublications.com/envisionyourcareerlanguage-freevideocareerinterestinventorydvd.aspx</a>

39	<b>Drive of Your Life</b>	Employment	Free	<a href="http://www.driveofyourlife.org/">http://www.driveofyourlife.org/</a>
41	<b>Student Employee Evaluation</b>	Employment	Free	
42	<b>Matching Your Strengths, Preferences &amp; Interests</b>	Employment	N/A	<a href="http://www.proedinc.com/customer/productView.aspx?ID=1645">http://www.proedinc.com/customer/productView.aspx?ID=1645</a> Included with the Transition Planning Inventory
43	<b>Study &amp; Learning Skills Inventory</b>	Postsecondary Education & Training	N/A	<a href="http://www.proedinc.com/customer/productView.aspx?ID=1645">http://www.proedinc.com/customer/productView.aspx?ID=1645</a> Included with the Transition Planning Inventory
44	<b>C.I.T.E. Learning Styles Instrument</b>	Postsecondary Education & Training	Free	<a href="http://www.wvabe.org/CITE/cite.pdf">http://www.wvabe.org/CITE/cite.pdf</a>
45	<b>College Supports Questionnaire</b>	Postsecondary Education & Training	Free	<a href="http://transitioncoalition.org/transition/file.php?path=files/docs/College_Supports_Questionnaire1329324864.pdf">http://transitioncoalition.org/transition/file.php?path=files/docs/College_Supports_Questionnaire1329324864.pdf</a>
46	<b>Ansell-Casey Life Skills Assessments</b>	Independent Living	Free	<a href="http://www.caseylifeskills.org">http://www.caseylifeskills.org</a>
48	<b>Functional Independence Skills Handbook</b>	Independent Living	\$79.00	<a href="http://www.proedinc.com/customer/productView.aspx?ID=1392">http://www.proedinc.com/customer/productView.aspx?ID=1392</a>
50	<b>Transition Health Care Checklist</b>	Independent Living	Free	<a href="http://www.health.state.pa.us/transitionchecklist">www.health.state.pa.us/transitionchecklist</a>
52	<b>Independent Living Checklist</b>	Independent Living	Free	<a href="http://www.transitioncoalition.org/transition/tcfiles/files/docs/Independent_Living_Postsecondary_Goal_Decision_Assistance_1213220281.pdf/Independent_Living_Postsecondary_Goal_Decision_Assistance_.pdf">http://www.transitioncoalition.org/transition/tcfiles/files/docs/Independent_Living_Postsecondary_Goal_Decision_Assistance_1213220281.pdf/Independent_Living_Postsecondary_Goal_Decision_Assistance_.pdf</a>



# Transition Planning Inventory

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Clark, G. M., & Patton, J. R. (2012). *Transition planning inventory-2*. Austin, TX: PRO-ED.

**Where do I get it?** Order from: [www.proedinc.com/customer/ProductView.aspx?ID=875](http://www.proedinc.com/customer/ProductView.aspx?ID=875)

**Cost:** \$181.00

**Who is it for?** Adolescents and young adults with any disability who can respond to questions about themselves. The TPI-2 was field tested on students with disabilities in all disability categories identified within the Individual with Disabilities Education Act (IDEA, 2004). The reading level of the student rating form is grade 5.7, but it can also be read aloud to students. Additional perceptions are obtained from home (e.g., parents or guardians) and school (e.g., teachers or other educators).

**What does it assess?** Designed to address all transition planning domains including,  
**Working:** Career choice and planning, employment knowledge and skills,  
**Learning:** Future education/training, functional communication, self-determination  
**Living:** Independent living, personal money management, community involvement and usage, leisure activities, health, and interpersonal relationships.

**How is it administered?** Paper/pencil administration of the 57-item survey with items rated on a scale from “strongly disagree” to “strongly agree.” Student, school, and home versions are included with a profile that compares the results from all three perspectives.

**What is included?** Student rating form, home rating form, school rating form, summary profile, and follow-up transition assessment book with 52 informal assessments.

**What might summary results look like?**

The Transition Planning Inventory-2 (TPI-2) is an instrument for identifying and planning for the comprehensive transitional needs of students. Information on transition needs is gathered from the student, parents or guardians, and school personnel through the use of three separate forms designed specifically for each of the target groups. Results of Nate, the family, and the schools' TPI have been combined, and summarized below, under each domain area.



The **Working** domain appears to be an area of need for Nate, who either disagreed or slightly agreed that he: knows job requirements and demands; makes informed choices; knows how to get a job; demonstrates general job skills, and has specific job skills. The school and home rating concur, as both disagree that Nate has demonstrated the above skills. One exception is that the school agreed that Nate demonstrates general job skills and work attitude. It is strongly suggested that Nate have opportunities to develop the above critical skills prior to exiting secondary education.

The **Learning** domain emerged as an area of need for Nate, who disagreed that he knows how to gain entry into a vocational/technical program and knows how to gain entry in college. School and home also disagreed. While the student, home and school did all agree that Nate can succeed in a postsecondary program, it is unclear how prepared Nate is for gaining entry into such a program, and advocating for himself in this setting. The school form related that Nate has the necessary speaking, listening, and reading skills, but disagree that he has the needed writing skills. On the contrary, the home and student forms identified speaking, listening, reading, and writing skills as critical areas of need. This appears to be an important area for discussion for IEP planning.

The **Living** domain was identified as an area with mixed strengths and needs. There was a consensus among the school, home, and student that everyone strongly agrees that Nate maintains personal grooming and hygiene. However, the home and student forms indicated that Nate does not yet have the skills to: locate a place to live, set up a living arrangement, manage his own money, and use local transportation. These are important skills for Nate to be able to live as independently as possible in his community, and are recommended for inclusion in IEP goals.

The school, home and student form all agree or strongly agree that Nate has a set of skills and some knowledge about indoor and outdoor activities that he can engage in for recreation and leisure. Efforts might be made to expand leisure options, but this did not emerge as a high priority area for IEP planning.

Both the home and student disagree that Nate has demonstrated skills in the area of community participation. Nate is 17 and will soon reach the age of majority. He needs to understand about certain legal rights he has as a citizen and a citizen with a disability. He also needs to acquire skills to locate community services and resources, use these services, and obtain financial assistance. While Nate has some skills for participating in the community as an active citizen, he may need assistance and guidance in expanding those skills in such areas as community volunteer services.

The school, home and student all agreed that Nate maintains good physical and mental health, but the home form indicated that Nate may not at times be knowledgeable of his own physical and mental health. The student and home form also indicated that the student does not know about reproduction or make informed choices regarding sexual behavior. This might be an area for some further discussion, but in general, this area did not emerge as a high priority area.

Expressing his feelings and ideas confidently is a definite strength-area for Nate. However, Nate appears to have difficulty with recognizing and accepting his strengths and limitations. Furthermore, the home and student form identified that Nate needs to develop skills to set personal goals and make decisions. This is an important area for IEP planning.

Nate appears to have developed good interpersonal relationships at home and at school. He gets along with family members, and demonstrates skills for getting along with coworkers and supervisors. However, the home and student form indicate that Nate is lacking in skills to establish and maintain friendships and display appropriate social behavior in a variety of settings. This appears to be an important area for discussion for IEP planning.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Participate in internships to identify jobs of interest and expand employment skills.
- ✓ Practice advocating for accommodations in classes.
- ✓ Provide community-based instruction on the public transportation system.
- ✓ Identify a personal goal that can be completed within the next year and monitor progress toward achieving it.
- ✓ Develop a budget and monitor progress toward saving for college.
- ✓ Identify five volunteer opportunities in the community.
- ✓ Participate in a club or activity of interest to expand social network.

# Brigance Transition Skills Inventory

Brigance, A.H. (2010). Brigance Transition Skills Inventory. North Billerica, MA: Curriculum Associates.

**Where do I get it?** Order from:

<http://www.curriculumassociates.com/products/detail.aspx?Title=BrigTSI>

**Cost:** \$199

**Who is it for?** Middle and high school students with disabilities. The *Brigance Transition Skills Inventory* is specifically designed to assess an array of skills for students at all developmental levels.

**What does it assess?** This criterion-referenced assessment covers a wide range of transition skill areas, including: functional writing, career awareness, job-seeking, postsecondary opportunities, functional reading, speaking and listening, math, money and finance, technology, housing, food and clothing, health, travel and transportation, and community resources.

**How is it administered?** The Brigance is administered by a facilitator who has reviewed the assessment by following the prompts provided. Some assessments require one-on-one administration with oral answers while other assessments can be completed on paper in a small group setting. Results are tabulated to provide an overall level of competency in the transition skill area.

**What is included?** More than 100 criterion-referenced assessments that address transition skill areas, as well as instructional activities directly aligned to the assessments. An online management system is also available to manage the assessment data and track student progress.

H Post-Secondary: Communication & Technology Skills (continued)											
Assessment	Page										
H-3	240										
<b>Computer Parts</b> Identifies computer parts and related devices <table border="0"> <tr> <td>1. Central Processing Unit/tower</td> <td>6. Printer</td> </tr> <tr> <td>2. Computer on/off button</td> <td>7. Mouse</td> </tr> <tr> <td>3. CD-ROM/DVD drive</td> <td>8. Keyboard</td> </tr> <tr> <td>4. Monitor</td> <td>9. CD-ROM/DVD</td> </tr> <tr> <td>5. Speakers</td> <td></td> </tr> </table>		1. Central Processing Unit/tower	6. Printer	2. Computer on/off button	7. Mouse	3. CD-ROM/DVD drive	8. Keyboard	4. Monitor	9. CD-ROM/DVD	5. Speakers	
1. Central Processing Unit/tower	6. Printer										
2. Computer on/off button	7. Mouse										
3. CD-ROM/DVD drive	8. Keyboard										
4. Monitor	9. CD-ROM/DVD										
5. Speakers											
Notes: _____											
H-4	242										
<b>Computer Skills</b> Knows how to use a computer and related devices <table border="0"> <tr> <td>1. Turn on and off the computer.</td> <td>5. Insert a CD-ROM/DVD into the computer's CD-ROM/DVD drive.</td> </tr> <tr> <td>2. Turn on and off the monitor.</td> <td>6. Use a computer to print a document.</td> </tr> <tr> <td>3. Use the mouse to open and close a program.</td> <td>7. Use speakers and adjust their volume.</td> </tr> <tr> <td>4. Use the keyboard to enter information into the computer.</td> <td></td> </tr> </table>		1. Turn on and off the computer.	5. Insert a CD-ROM/DVD into the computer's CD-ROM/DVD drive.	2. Turn on and off the monitor.	6. Use a computer to print a document.	3. Use the mouse to open and close a program.	7. Use speakers and adjust their volume.	4. Use the keyboard to enter information into the computer.			
1. Turn on and off the computer.	5. Insert a CD-ROM/DVD into the computer's CD-ROM/DVD drive.										
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3. Use the mouse to open and close a program.	7. Use speakers and adjust their volume.										
4. Use the keyboard to enter information into the computer.											
Notes: _____											
H-5	245										
<b>Everyday Technology Skills</b> Identifies electronic device(s) and knows purpose/operation of electronic devices <table border="0"> <tr> <td>1. MP3 player</td> <td>5. PDA</td> </tr> <tr> <td>2. Cell phone</td> <td>6. Television</td> </tr> <tr> <td>3. Digital camera</td> <td>7. CD/DVD player</td> </tr> <tr> <td>4. Stereo</td> <td></td> </tr> </table>		1. MP3 player	5. PDA	2. Cell phone	6. Television	3. Digital camera	7. CD/DVD player	4. Stereo			
1. MP3 player	5. PDA										
2. Cell phone	6. Television										
3. Digital camera	7. CD/DVD player										
4. Stereo											
Notes: _____											

## What might summary results look like?

The Brigance Transition Skills Inventory contains four sections on Post-secondary: Interests and Choices, Job-related Writing Skills, Job-Related Knowledge and Skills and Communication and Technology Skills. For one student named Matthew, it was clear that he could identify computer parts, such as the monitor, speakers, printer, mouse and keyboard. He also was comfortable turning on and

off the computer, using the mouse to open and close programs and printing documents. However, Matthew experienced difficulties determining which software to download and distinguishing when and when not to provide personal information. He was very distracted by ads and pop-up boxes and did not know how to disable these features. Additionally, he was unclear about upgrading software and allowing changes.

**What transition activities/services might be identified based on the results?** A great variety of transition activities and services could be identified for different students related to academic skills, postsecondary opportunities, independent living, and community participation. It is recommended that transition services align with the instructional activities identified within the assessment.

For the small portion of potential Brigance results included here, a few examples based on the summary results might include:

- ✓ Computer course as elective sophomore year
- ✓ One-on-one training in computer basics at the local Center for Independent Living

## Transition Skills Inventory: Community Resources Assessment

**O-9 Recreational Facilities**

**Overview**  
This assessment focuses on the student's ability to identify recreational facilities, define those facilities, and demonstrate how to utilize and behave at recreational facilities.

**SKILLS**

1. Identifies recreational facilities.
2. Defines recreational facilities.
3. Demonstrates how to utilize and behave at recreational facilities.

**ASSESSMENT METHOD**  
Individual Oral Response and Physical Response

**MATERIALS**  
Page 5-458

**SCORING INFORMATION**  
Record results on page 63 of the student's Record Book. Give credit for each correct response.

**BEFORE ASSESSING**  
Review the Notes at the end of this assessment for additional information.

**AFTER ASSESSING**  
To support transition planning, use the Objectives for Writing IEPs at the end of this assessment, or go to [www.BRIGANCE1.com](http://www.BRIGANCE1.com).

458 BRIGANCE® Transition Skills Inventory

**Directions for Assessment:**  
**Oral/Physical Response**

Point to page 5-458, and

Say: Look at this picture of a street scene. I'm going to ask you questions about the different recreational facilities you see in this picture.

**MUSEUM**

1. Say: Show me the museum.
2. Say: What is a museum? (a building where objects of interest are stored and exhibited)
3. Say: You want to go to the museum, how do you gain admission? (purchase a ticket at the ticket counter)
4. Say: When you get to the ticket counter, instead of a clerk selling tickets, there is a box that says, "suggested donation, \$5.00." What do you do? (put \$5.00 in the donation box)
5. Say: Can you touch the exhibits at the museum? (no)
6. Say: Can you leave your cell phone on at the museum? (no)
7. Say: Can you eat food or drink a beverage while looking at the exhibits at the museum? (no)

**SPORTS COMPLEX/ARENA**

8. Say: Show me the sports/concert arena.
9. Say: What is a sports/concert arena? (a level area surrounded by seats where sporting or entertainment events are held)
10. Say: How do you buy a ticket to attend an event at this building? (go to the ticket office/booth and buy a ticket, on the computer, online)

459 Recreational Facilities

Criterion-referenced assessments are easy to administer with clear directions that can be adapted for students at different skill levels, including non-readers.

**Notes**

- **Administration:** You may choose to administer the questions that pertain to recreational facilities the student is likely to visit.
- **Assessment Design:** The questions for each recreational facility assess the following skills in the following order:
  1. Questions 1, 8, 15, 23, 30, 36: Identify the recreational facility
  2. Questions 2, 9, 16, 24, 31, 37: Define the recreational facility
  3. Questions 3-7, 10-14, 17-22, 25-29, 32-35, 38-41: Demonstrate knowledge of appropriate behavior and participation within the recreational facility
- **Scope of Assessment:** Use your judgment in determining the suitability of assessment questions. If the student shows frustration or lack of understanding with the first or second question about a recreational facility, discontinue the assessment. For example, the student may be able to identify and define the recreational facility but may not be able to demonstrate knowledge of appropriate behavior and participation within the recreational facility.

461 BRIGANCE® Transition Skills Inventory

**Objectives for Writing IEPs**

**IDENTIFIES RECREATIONAL FACILITIES**

By date, student's name, will correctly identify the following recreational facilities: museum, sports/concert arena, movie theatre, park, recreation center/gym, zoo.

**DEFINES RECREATIONAL FACILITIES**

By date, student's name, will correctly define the following recreational facilities: museum, sports/concert arena, movie theatre, park, recreation center/gym, zoo.

**DEMONSTRATES HOW TO USE AND BEHAVE AT RECREATIONAL FACILITIES**

By date, student's name, will correctly demonstrate how to use and behave at the following recreational facilities: museum, sports/concert arena, movie theatre, park, recreation center/gym, zoo.

Community Participation: Community Resources

# Transition Portfolio

Thoni, C., Harvell, P. & Dawson, R. (n.d.). Transition Portfolio and Guide (9<sup>th</sup>-12<sup>th</sup> grade). California Department of Education Diagnostic Center North. Retrieved online.

**Where do I get it?** Online at:

<http://www.transitioncoalition.org/transition/tcfiles/files/docs/HSPortfolios1214275455.pdf/HSPortfolios.pdf>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with any disability, although the portfolio can easily be used classroom-wide with all students. The purpose of the Transition Portfolio is to “synthesize assessment information from a variety of sources (student, parent, teacher, psychologist, vocational/agency personnel) into a user-friendly, meaningful format.”

**What does it assess?** Designed to address all transition domains including: name, know yourself, personal life vision, goals for the future, instruction, employment career goals, work experiences, and community. Serves primarily as a repository of transition information so that the student can be aware of how assessment results tie together and impact the future.

**How is it administered?** The Transition Portfolio is an 11-page PDF with several open-ended questions on the topics of: name, know yourself, personal life vision, goals for the future, instruction, employment career goals, work experiences, and community. First, administer a variety of transition assessments. Then, compile a summary of the assessment results with the student using the Transition Portfolio document. Create a binder with the completed Transition Portfolio along with important supplementary documents. Add to the binder throughout high school, and use the information to create a Summary of Performance the year of exit. Other documents to include are:

Transition Portfolio	
Table of Contents	
2	Name
3	Know Yourself
4	Personal Life Vision
5	Goals for Your Future
6	Instruction
8	Employment Career Goal
9	Employment Experiences
10	Employment Work Experiences
11	Community

- IEP (Most current IEP)
- High School Transcripts and Diploma
- Teacher / Work Recommendations Letters
- Awards / Scholarships / FAFSA info
- Personal Info (i.e. Phone number, copy of ID)
- Vocational Assessments or Most Current Evaluation
- Resume
- Summary of Performance (exit year)

**What is included?** Student 11-page PDF form with open-ended questions.

**What transition activities/services might be identified based on the results?**

- ✓ Collect documentation for inclusion in Transition Portfolio



# Futures Planning

Amado, A. N. and McBride, M. (2001), Increasing Person-Centered Thinking: Improving the Quality of Person-centered Planning: A Manual for Person-Centered Planning Facilitators. Minneapolis, Minnesota: University of Minnesota, Institute on Community Integration.

**Where do I get it?** Online at: <http://rtc.umn.edu/docs/pcpmanual1.pdf>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with any disability, their families and professionals.

**What does it assess?** Designed to address all transition planning domains including:

**Personal Profile:** likes, preferences, personality and strengths

**Relationships:** people closest to student (e.g., family members, teachers, friends)

**Envision the Future:** living, working, transportation, free-time and postsecondary education

**Goal and Obstacles:** create specific and reachable goal for the future and brainstorm obstacles

**Available Resources:** physical, people, community, social service, financial supports

**How is it administered?** Facilitated meeting that includes the young adult with the disability, family members and professionals for the purpose of planning future living, working and community participation. An option for preparing for the meeting is to have the student complete the It's My Choice workbook over time or as part of a course curriculum, available free at

[http://www.mnddc.org/extra/publications/choice/Its\\_My\\_Choice.pdf](http://www.mnddc.org/extra/publications/choice/Its_My_Choice.pdf).

**What is included?** Facilitator manual with directions on how to prepare for futures planning, how to facilitate a plan, and resources and materials in PDF.

**What might summary results look like?**

Who is Nate?	What's his history?
<ul style="list-style-type: none"> <li>• Hard-worker</li> <li>• Intelligent</li> <li>• Energetic</li> <li>• Good-hearted</li> <li>• Funny</li> <li>• Friendly</li> <li>• "Slacker"—likes to goof around</li> <li>• Inquisitive</li> <li>• Persistent</li> <li>• Determined</li> <li>• Handsome</li> </ul>	<ul style="list-style-type: none"> <li>• Born in San Francisco—moved to Santa Monica at age 4</li> <li>• Elementary school—participated in play Alice in Wonderland (5<sup>th</sup> grade)</li> <li>• Likes High School the best—more freedom and more friends.</li> <li>• Universal Studios every summer—considers it a "Sanctuary"</li> <li>• In 9<sup>th</sup> grade, took 4 basics, swimming &amp; drama</li> <li>• Nate has always liked to act—</li> </ul>



<ul style="list-style-type: none"> <li>• Musical</li> <li>• Sibling</li> <li>• Visual</li> <li>• Reserved</li> <li>• Sweet boy</li> </ul>	<ul style="list-style-type: none"> <li>• drama/performance</li> <li>• Loved going to the Bahamas for a trip in 6<sup>th</sup> grade—particularly liked the sand and the beach</li> <li>• Went to family camp at nearby lake. While there, enjoyed target shooting and acting in the talent show.</li> </ul>
<b>What's the dream for the future?</b>	<b>What are the fears?</b>
<ul style="list-style-type: none"> <li>• Working in special effects</li> <li>• Maybe a girlfriend</li> <li>• Live in a big house with a pool table</li> <li>• Travel, potentially to Las Vegas</li> <li>• Own a car—preferably a Hummer</li> <li>• Split time between my own house and Mom and Dad's house</li> <li>• Play in a band with groupies</li> <li>• Go out with friends to see movies</li> </ul>	<ul style="list-style-type: none"> <li>• Not understanding paperwork</li> <li>• Lack of money management skills</li> <li>• Unaware of dangerous situations (very trusting)</li> <li>• Not able to take care of himself/not self-sufficient</li> <li>• Not being able to explain himself or understand situations</li> <li>• Loneliness</li> <li>• Not being able to get a driver's license or car; lack of transportation</li> <li>• Having a crummy job</li> <li>• College being too hard</li> <li>• The community not understanding his unique needs</li> </ul>
<b>How do we get there?</b>	
<ul style="list-style-type: none"> <li>• Summer reading classes</li> <li>• Driver's education class</li> <li>• Look into/research: career center, volunteer opportunities; work/paid internships, classes in the area of special effects; summer jobs</li> <li>• Investigate adult services (eligibility and services)</li> <li>• Investigate college/community college entrance requirements/services and supports</li> <li>• Learn money management and independent living skills, such as cooking and laundry.</li> <li>• Look at part-time job opportunities locally</li> <li>• Look for social training/clubs/connections</li> </ul>	

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Tour two local community colleges.
- ✓ Job-shadow stage-hand job at local community theatre.
- ✓ Visit the one-stop career center.

# Personal Preferences Indicators

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Moss, J. (1997, 2006). *Personal Preferences Indicators*. Center for Interdisciplinary Learning and Leadership/UCE, College of Medicine, University of Oklahoma Health Sciences Center.

**Where do I get it?** <http://www.ou.edu/content/dam/Education/documents/personal-preference-indicator.pdf>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with a developmental disability who can identify preferences collaboratively with someone who knows and has a positive relationship with the person over a period of time.

**What does it assess?** Designed to address all transition planning domains including: preference indicators which identify the person's "favorites," emotion indicators which focus on the person's "feelings," socialization indicators to highlight the person's "social world" and relationships, self-determination indicators, physical indicators which center on the person's body clock, health indicators, and his or her "role" in the family and community.

**How is it administered?** The Personal Preferences Indicators are administered verbally through an interview/conversation format with data being recorded via paper/pencil or computer. The survey is not a checklist but a guide to accessing information about the person's preferences and can be used in pieces over time or all at once.

**What is included?** Ten-page student/home questionnaire organized by domain areas. Includes questions (e.g., *What are the person's favorites? Do you know why? How can you tell? Any other things?*) with topical prompts (e.g., outside, inside, nighttime, foods, music, color).

**What might summary results look like?** Rodney's mother completed the Personal Preferences Indicators with Rodney and the transition coordinator Spring of freshman year. Rodney is non-verbal with a significant developmental disability. Results of the "Favorites" section indicate that Rodney prefers to be inside with music playing, and does not like being alone. Rodney enjoys watching television with the family, and particularly likes observing his two brothers play with the Wii. His favorite people are his brothers, and you can tell by his smile and excitement when they are touching or near him.

When left alone for too long, Rodney can become upset and he will begin rocking and banging his head. One way to calm Rodney is to play music or sing to him while holding his hand. He is motivated by playtime with his brothers and music, in particular hip hop. In regard to Feelings, Rodney is generally happy, but dislikes extreme temperatures and unexpected loud noises. As a coping mechanism, he uses body movement and withdrawal (lack of eye contact).

**What transition activities/services might be identified based on the results?**

A few examples based on the summary results included here might include:

- ✓ Identify Rodney's musical preferences by supporting him in choosing between two songs.
- ✓ Vocational training using hand-over-hand demonstration.

# AIR Self-Determination Scale

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American Institutes for Research. (1994). *AIR Self-Determination Scale*. Washington, DC: Author.

**Where do I get it?** Online at: <http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/air-self-determination-assessment.html>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with any disability. The AIR Self-Determination Scale was field tested on students with and without disabilities between the ages of 6 and 25 including all disability categories identified within the Individual with Disabilities Education Act (IDEA, 2004). The reading level of the student rating form is grade 4.0, but it can also be read aloud to students. Additional perceptions are obtained from parents and teachers.

**What does it assess?** The scale is designed to address self-determination and is divided into four pages: things I do, how I feel, what happens at school, and what happens at home. Results provide data on the student's capacity in self-determination and opportunity to demonstrate self-determined behavior.

**How is it administered?** The scale is administered on paper with 24-items rated on a scale from "never" to "always" and three open-ended short-answer items. Student, parent, and teacher versions are included. Results are summarized on a profile that identifies the student's capacity (knowledge, ability and perceptions) and opportunity (at school and at home). These scores are added to calculate an overall level of self-determination.

**What is included?** Student rating form, parent rating form, teacher rating form, and an administration manual. The student rating form is also available in Spanish.

## **What might summary results look like?**

Alix and her father completed the AIR Self-Determination scale in October of her 10<sup>th</sup> grade year. Composite results revealed Alix's overall self-determination just under 60% (58% rated by Alix and 59% rated by her father). Both Alix and her father agreed that Alix has many opportunities to practice and demonstrate self-determination skills but she does not demonstrate self-determined behavior consistently. Alix is stronger at planning goals (think domain), but she often does not follow through with the actions to reach her goals or adjust her plan (do and adjust domains).

## **What transition activities/services might be identified based on the results?**

A variety of transition activities and services in self-determination could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Learn about the rights of students and adults with disabilities.
- ✓ Advocate for accommodations needed in school.
- ✓ Develop a goal and monitor progress toward achieving the goal.
- ✓ Parent - Encourage student to make personal decisions at home.

# Field and Hoffman Self-Determination Battery

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Hoffman, A., Field, S., & Sawilowsky, S. (2004). *Self-Determination Battery*. Center for Self-Determination and Transition. Detroit, MI: Wayne State University.

**Where do I get it?** Online at: <http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/field-and-hoffman-self-determination-assessment.html>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with and without a disability. The Self-Determination Battery was field tested and normed on students with disabilities between the ages of 15 and 19 including all disability categories. The reading level of the student rating form is grade 3.1, but the User's Guide recommends that the assessment be read aloud to students. Additional perceptions and observation data are obtained from parents and teachers.

**What does it assess?** The *Self-Determination Scale* is designed to address self-determination strengths and weaknesses within five subscales: know yourself, value yourself, plan, act, and experience outcomes and learn. The *Self-Determination Observation Checklist* measures behaviors that are correlated with self-determination: planning, communicating, and behaving independently.

**How is it administered?** The *Self-Determination Student Scale* is administered on paper with 92-items rated as either "That's me" or "That's not me." It is scored using the Scoring Key on page 36 of the User's Guide. Parent and teacher perception scales include 30 items and are rated on a 5-point scale. The observation checklist is designed to be completed by a teacher and includes 38 items. The parent and teacher scales and checklist are scored by adding the responses.

**What is included?** *Self-Determination Student Scale, Self-Determination Parent Perception Scale, Self-Determination Teacher Perception Scale, Self-Determination Observation Checklist, and the Self-Determination Assessment Battery User's Guide.*

## **What might summary results look like?**

In February of Alix's 10<sup>th</sup> grade year, her geometry teacher observed her behavior during one class period and identified the self-determination skills that Alix exhibited using the *Self-Determination Observation Checklist* from the *Self-Determination Battery* by Hoffman, Field, and Sawilowsky. Results revealed that Alix demonstrated 17 self-determined behaviors during the observation, though this is lower than the mean of 21.3 identified within the administration manual. The majority of Alix's observed behaviors were within the "Act" domain, but she demonstrated two behaviors in "Know Yourself" and "Experience Outcomes and Learn." Alix did not demonstrate any behaviors related to "Value Yourself" or "Plan." These are areas of focus for instruction and experiences within self-determination.

## What transition activities/services might be identified based on the results?

A variety of transition activities and services in self-determination could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Learn about the rights of students and adults with disabilities.
- ✓ Advocate for accommodations needed in school.
- ✓ Develop a goal and monitor progress toward achieving the goal.
- ✓ Encourage student to make personal decisions at school and home.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Self-Determination Student Scale**  
©1995, 2004

Alan Hoffman, Ed.D. Sharon L. Field, Ed.D.  
Shlomo S. Sawilowsky, Ph.D.

**Directions:** Read each statement carefully. If the statement describes you or your beliefs, place an "X" in the box labeled "That's me." If the statement does not describe you or your beliefs, place an "X" in the box labeled "That's not me."

For example, if the statement below describes you, an "X" is placed in the square "That's me."

A. I prefer sporting activities to academic studies. That's me ☒ That's not me ☐

	That's me	That's not me
1. I am a dreamer.	<input type="checkbox"/>	<input type="checkbox"/>
2. I know what is important to me.	<input type="checkbox"/>	<input type="checkbox"/>
3. I have the right to decide what I want to do.	<input type="checkbox"/>	<input type="checkbox"/>
4. When I do not get something I want, I try a new approach.	<input type="checkbox"/>	<input type="checkbox"/>
5. I forget to take care of my needs when I am with my friends.	<input type="checkbox"/>	<input type="checkbox"/>
6. To help me the next time, I evaluate how things turned out.	<input type="checkbox"/>	<input type="checkbox"/>
7. There are no interesting possibilities in my future.	<input type="checkbox"/>	<input type="checkbox"/>
8. Nothing is important to me.	<input type="checkbox"/>	<input type="checkbox"/>
9. No one has the right to tell me what to do.	<input type="checkbox"/>	<input type="checkbox"/>
10. I can only think of one way to get something I want.	<input type="checkbox"/>	<input type="checkbox"/>
11. I can be successful even though I have weaknesses.	<input type="checkbox"/>	<input type="checkbox"/>
12. I can figure out how to get something if I want it.	<input type="checkbox"/>	<input type="checkbox"/>
13. Sometimes I need to take risks.	<input type="checkbox"/>	<input type="checkbox"/>
17. My weaknesses stop me from being successful.	<input type="checkbox"/>	<input type="checkbox"/>
18. I do things without making a plan.	<input type="checkbox"/>	<input type="checkbox"/>
19. I know my strengths.	<input type="checkbox"/>	<input type="checkbox"/>
20. I do not know where to find help when I need it.	<input type="checkbox"/>	<input type="checkbox"/>
21. It is a waste of time to reflect on why things turned out the way they did.	<input type="checkbox"/>	<input type="checkbox"/>
22. I dream about what my life will be like after I graduate.	<input type="checkbox"/>	<input type="checkbox"/>
23. I tell others what I want.	<input type="checkbox"/>	<input type="checkbox"/>
24. If I want something, I keep at it.	<input type="checkbox"/>	<input type="checkbox"/>
25. I think about how I could have done something differently.	<input type="checkbox"/>	<input type="checkbox"/>
26. I make decisions without knowing if I have good reasons.	<input type="checkbox"/>	<input type="checkbox"/>
27. I forget to think about what is good for me when I make a decision.	<input type="checkbox"/>	<input type="checkbox"/>
28. I am frequently surprised by what happens when I make a decision.	<input type="checkbox"/>	<input type="checkbox"/>
29. I am too shy to tell others what I want.	<input type="checkbox"/>	<input type="checkbox"/>
30. I am too scared to take risks.	<input type="checkbox"/>	<input type="checkbox"/>
31. Criticism makes me angry.	<input type="checkbox"/>	<input type="checkbox"/>
32. I am embarrassed when I succeed.	<input type="checkbox"/>	<input type="checkbox"/>
33. I plan to explore many options before choosing one.	<input type="checkbox"/>	<input type="checkbox"/>
34. I prefer to negotiate rather than to demand or insist.	<input type="checkbox"/>	<input type="checkbox"/>
35. I would rather have the teacher assign me a topic for a project than to create one myself.	<input type="checkbox"/>	<input type="checkbox"/>
36. I am unhappy with who I am.	<input type="checkbox"/>	<input type="checkbox"/>
37. My life has no direction.	<input type="checkbox"/>	<input type="checkbox"/>
38. I imagine myself failing before I do things.	<input type="checkbox"/>	<input type="checkbox"/>
39. I like to know my options before making a decision.	<input type="checkbox"/>	<input type="checkbox"/>

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Jeannine Rainbolt College of Education

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**Self-Determination Assessment Tools**

- [AIR Self-Determination Assessment](#)
- [The ARC Self-Determination Scale](#)
- [ChoiceMaker Self-Determination Assessment](#)
- [Field & Hoffman Self-Determination Assessment](#)

[Self-Determination Education Materials](#)

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## Zarrow Center for Learning Enrichment

### Field and Hoffman Self-Determination Assessment Battery

The Wayne State University Self-Determination Assessment Battery includes five instruments that measure cognitive, behavioral, and affective traits associated with self-determination. These characteristics are assessed from the perspectives of students, parents, and teachers. The battery includes a user's guide and five instruments.

The instruments can be used individually or they can be combined to provide a more comprehensive picture of students' self-determination. Summary forms provide a one-page display of students' scores on multiple instruments.

For guidance on the purpose and components of each scale, please refer to the [Users Guide](#).

The four necessary assessments include:

# Student Rubric for IEP Participation and IEP Meeting Exit Surveys

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I'm Determined Project. (2008). *Student Rubric for IEP Participation and IEP Meeting Exit Surveys*. Richmond, VA: Commonwealth of Virginia Department of Education.

**Where do I get it?** Online at: <http://www.imdetermined.org/educators/>

**Cost:** \$0 Free

**Who is it for?** Elementary through high school students that have Individualized Education Programs (IEP).

**What does it assess?** The Student Rubric for IEP Participation asks the student to identify his/her level of IEP awareness, IEP participation, knowledge of IEP content, abilities and disabilities awareness, knowledge of rights and responsibilities, and social and communication skills. The IEP Exit Surveys (including student, parent, and educator forms) identify the student's comfort, level of participation, and future suggestions for the IEP meeting.

**How is it administered?** Students complete the rubric and the exit survey on paper. The rubric can be administered at any time, but the exit survey is designed to be administered following the IEP meeting. The reading level of the student rubric is grade 5.7 and the student IEP exit survey is 6.8, but both assessments can be read aloud to students. Parent and teacher exit surveys are also designed to be administered following the IEP meeting.

**What is included?** The teacher resources on the I'm Determined website include the 2-page *Student Rubric for IEP Participation*, the 2-page *IEP Exit Surveys* (with student, parent, and educator forms), Self-Determination Checklists (with student, parent, and educator forms), videos of students talking about their IEP meetings, as well as resources and modules for teaching self-determination and IEP team participation.

## **What might summary results look like?**

On the *Student Rubric for IEP Participation*, Jessie identified that she has a disability and an IEP, but she is unsure on the accommodations that help her succeed in school. Jessie would like to become more involved in planning her transition services, but she is uncomfortable talking to groups of adults. On the IEP Meeting Exit Survey, Jessie identified that she listened at the IEP meeting, but she did not share any information about herself. She would like to become more involved by creating a presentation to share her goals and interests.

## **What transition activities/services might be identified based on the results?**

Transition activities and services might include:

- ✓ Developing a presentation on strengths, preferences, and interests to share at the next IEP meeting.
- ✓ Role-play leading an IEP meeting.
- ✓ Actively participate in IEP planning and the IEP meeting.
- ✓ Talk to each of my teachers about accommodations that I need.
- ✓ Identify my rights and responsibilities as an individual with a disability.



# Student Engagement Instrument

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Appleton, J.J., Christenson, S.L., Kim, D., & Reschly, A. (2006). Measuring cognitive and psychological engagement: Validation of the Student Engagement Instrument. *Journal of School Psychology, 44*, 427-445.

**Where do I get it?** Online at:

[http://transitioncoalition.org/transition/file.php?path=files/docs/Student\\_Engagement\\_Instrument\\_complete1329321627.pdf](http://transitioncoalition.org/transition/file.php?path=files/docs/Student_Engagement_Instrument_complete1329321627.pdf)

**Cost:** \$0 Free

**Who is it for?** Middle school and high school students with and without a disability who can respond to questions about themselves. The *Student Engagement Instrument* was field tested on ninth grades students in a large, diverse, urban school district. The reading level of the student rating form is grade 6.2, but the administration guidelines suggest the instrument be read aloud.

**What does it assess?** Designed to address six factors of student engagement in school: Teacher–student relationships, control and relevance of schoolwork, peer support for learning, future aspirations and goals, family support for learning, and extrinsic motivation.

**How is it administered?** Paper/pencil administration of the 35-item survey with items rated on a scale from “strongly agree” to “strongly disagree.”

**What is included?** Two-page *Student Engagement Instrument*, administration guidelines, and scoring worksheet.

**What might summary results look like?**

In March, all 9<sup>th</sup> graders completed the Student Engagement Instrument that evaluated their psychological and cognitive engagement in school. Alix’s results revealed that she has strong support from her peers for learning and that she believes that school is important for her future aspirations and goals. Alix identified relatively poor teacher/student relationships (mean = 2.4) and her ratings of family support for learning (mean = 2.75) and control and relevance of school work (mean 2.78) did not meet the engagement threshold of 3.0. These results suggest that Alix would benefit from additional teacher and parent engagement related to her studies. Alix is also extrinsically motivated meaning that she does not feel the benefit of learning for her own sake but rather for the external reward that she receives.

**What transition activities/services might be identified based on the results?**

A few examples of transition activities and services based on the summary results include:

- ✓ Meet individually with a teacher after school once a week to discuss school work and any personal issues.
- ✓ Describe one long-term assignment to a parent each week.
- ✓ Identify a minimum of ten high school courses that could be important for future aspirations. Enroll in at least two of these courses each year.
- ✓ Interview two young adults that have dropped out of school and write a report on their perceptions of why school is important.



# Assistive Technology

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Canfield, T. & Reed, P. (2001). Assistive Technology and Transition. Wisconsin Assistive Technology Initiative.

**Where do I get it?** Online at:

<http://www.transitioncoalition.org/transition/tcfiles/files/docs/attransitionpacket1224259340.pdf/attransitionpacket.pdf>

**Cost:** \$0 Free

**Who is it for?** Adolescents or young adults with disabilities AND the IEP team. When a student with a disability requires assistive technology in order to accomplish functional skills, the use of assistive technology should be assessed and included in effective transition planning. This assessment assists the student's team in identifying needs in assistive technology, as well as coordinating and planning supports.

**What does it assess?** The *Assistive Technology Protocol for Transition Planning* is designed to provide the transition team with specific questions that will help them determine if additional assistive technology may be needed in a future environment. It focuses on practical activities and provides a variety of assistive technology solutions on the topics of dialing living, transportation, tolerance, mobility, communication, computer access, and literacy. The *Student Information Guide for Self Determination and Assistive Technology Management* provides a tool for the team to use in helping the student develop critical self-determination and assistive technology management skills. It includes sections on Problem Solving Skills, communication Skills, AT Device Specific Skills, AT Management Skills, and Goal Setting Skills, and the IEP teams rates how a student demonstrates a skill (i.e., never, with assistance, independent, N/A).

**How is it administered?** Paper/pencil administration of 5-page Assistive Technology Protocol for Transition Planning to student and the IEP team (including parents).

**What is included?** The complete *Assistive Technology and Transition* PDF comes with

- *Assistive Technology Protocol for Transition Planning*, the IEP team (including the parent and student) should review each of the content areas of the Protocol (Daily Living, Transportation, Tolerance of school day/work day, Mobility, Communication, Computer Access, and Literacy) and determine any areas that are of concern or skills that need to be improved.
- *Student Information Guide for Self Determination and Assistive Technology Management* to note which skills are Never Demonstrated, Demonstrated with Assistance, or Demonstrated Independently and identify skills that need to be developed or improved.
- *AT Goal Setting Worksheet* to facilitate the student's identification of goals of interest to him or her.
- *AT Planning Guide for Transition* to guide the team through the AT decision-making process.
- *Student Portfolio for Successful Transition with Assistive Technology*.

### ***What might summary results look like?***

Name: Sean                      Person Completing Report: IEP Team

*Daily Living:* Sean can independently eat, prepare food, laundry, groom himself and perform basic housekeeping activities without assistive technology. However, Sean has difficult managing time and following a schedule when alone. Areas for dialing living adaptations include: assistive time devices, assistive memory devices, and alarm systems.

*Transportation:* Sean can get in/out of vehicles independently and can arrange transportation for himself. He can also independently utilize public transportation.

***Tolerance:*** Sean can physically, medically and environmentally tolerate a full school/work day, but he may need some supports related to emotionally tolerating a full school/work day. Tolerance adaptations could include electronic communication and organizers/day planners.

**Mobility:** Sean can independently navigate outside terrain and tolerate and be mobile at a reasonable pace for 3 city blocks. Sean can carry a 5-pound backpack and operate controls to activate community building access devices.

*Communication:* Sean can communicate needs and wants to a non-familiar communication partner, operate a telephone, and understand simple verbal instructions. He may need communication adaptations for understand and remember complex verbal instructions which may include: electronic organizers or a laptop computer.

**Computer Access:** Sean can perform manipulative tasks with a computer independently, including accessing the internet, controlling the cursor, seeing the computer screen and managing the keyboard. However Sean has difficulty entering information using his current keyboard as it is time-intensive.

**Literacy:** Sean can manipulate books and newspapers independently, comprehend print materials prepared for the general public, read text visually, produce written information and communicate ideas in a written format at their expected level of proficiency.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Student contacts AT lending library and borrows electronic organizer.
- ✓ Student goes to computer lab and receives instruction in voice commands.
- ✓ Student records audio lecture using phone and replays.

<b>Assistive Technology Protocol for Transition Planning</b>									
Name: _____		Age: _____		Person Completing Report: _____		Date of Report: _____			
Grade: _____				Expected Date of Graduation: _____					
<b>► Purpose</b> The purpose of this protocol is to review the student's assistive technology needs when transition planning.									
<b>► Ratings</b> Select the following functional areas, determine if the student has any limitations. If limitations do exist, answer the questions regarding the student's capabilities. Consider their abilities with & without assistive technology.									
<b>► Please Read and Consider Each Item</b> As a whole, consider a technology that the student may encounter significant barriers during their transition process. However, these are minimum standards. Even with a "YES" rating, there may still be a benefit from using assistive technology for this function. Note: Consider the examples of types of assistive technology that might be used to assist with these functions.									
<b>DAILY LIVING</b>									
<b>DAILY LIVING ACTIVITIES</b> Can the student independently...				<b>TRANSPORTATION ACTIVITIES</b> Can the student...					
10/1	10/2	10/3	10/4	10/1	10/2	10/3	10/4	10/5	10/6
Can I eat?	Prepare food?	Do laundry?	Groom and take care of hygiene?	Get out of my vehicle to be a passenger?	Transfer into vehicle and load/unload device?	Get into vehicle with ramp or lift?	Independently arrange transportation?	Reduce family reliance on public transportation?	
10/5	10/6	10/7	10/8	10/7	10/8	10/9	10/10	10/11	10/12
10/9	10/10	10/11	10/12	<b>TRANSPORTATION ADAPTATIONS</b>					
<b>DAILY LIVING ACTIVITIES</b>				1. Adaptive Device/Equipment 2. Car Top or Bumper Carrier for Mobility Device 3. Vehicle with Ramp or Lift 4. Other: _____					
Developing Skills Adaptive Clothing Adaptive Kinesics (Visuals and Drills) Rail or Shower Adaptive Hygiene Devices Environmental Controls Adaptive Grooming Tools Adaptive Appliances Reaches/Grabbers/Low Tech Aids Assistive Tissue Devices Assistive Memory Devices Electronic Organizers/Day Planners Emergency Response Systems Alarm Systems Adaptive Posturing & Seating Devices Adaptive Mobility Devices Adaptive Seating Devices Color Coded Items, Families, etc. Other: _____				<b>Comments:</b> _____					
3rd Party Comments	Parent Comments	Student Comments	Other Comments						
<b>TOLERANCE</b>									
<b>TOLERANCE</b> Can I tolerate community/learning environment?				<b>TOLERANCE</b> Can I tolerate...					
10/1	10/2	10/3	10/4	10/1	10/2	10/3	10/4	10/5	10/6
10/5	10/6	10/7	10/8	10/7	10/8	10/9	10/10	10/11	10/12
10/9	10/10	10/11	10/12	<b>TOLERANCE ADAPTATIONS</b>					
Distance Learning Adaptive Seating and Posturing Electronic Communication Organizers, Day Planners Other: _____				<b>Comments:</b> _____					

# O\*NET Ability Profiler

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U.S. Department of Labor Employment and Training Administration. (2002). *O\*NET Ability Profiler*. Washington, DC: U.S. Government Printing Office.

**Where do I get it?** Online at: <http://www.onetcenter.org/AP.html>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with and without a disability, aged 16 and older, who can respond to academically-oriented questions. It is suggested that participants have a minimum of a sixth grade reading level.

**What does it assess?** Designed to assess the student's ability in arithmetic reasoning, verbal ability, spatial ability, computation, clerical perception, and form perception. An additional five exercises can be included to measure motor coordination, manual dexterity, and finger dexterity.

**How is it administered?** Paper/pencil administration of six separately timed exercises (approximately 2 hours for administration). Time limits can be increased for students with disabilities on selected portions of the assessment. Additional reasonable accommodations and administration procedures are outlined in the administration manual.

**What is included?** 52-page *Ability Profiler*, answer sheet for manual data entry, 172-page administration manual, 89-page scoring program user's guide. Based on results, an ability profile is developed with percentile scores in each ability area and a list of occupations that match the ability levels. All materials can be downloaded from the "Administration" tab on the website, and the scoring software is available by completing a short online registration under the "Scoring" tab.

## **What might summary results look like?**

Under the subheading, "What is your Ability Profile?", the individual's summary of scores and percentiles for each exercise completed are illustrated by graphs. The height of each bar column on the graphic profile provides a quick view of the student's strength on a particular ability as compared with that ability as it occurs in the general public. Each bar is a graphic representation of the percentile score for that ability. Viewing the bar columns together provides a good picture of the student's overall ability profile; the relative strengths of the various abilities are made evident. The "Your No. Correct/Total No. Questions" score, as shown on the next page, is simply a tally of the number of items the client answered correctly out of the total number of items on the exercise. The percentile score indicates the percentage of the norming group (a large sample exhibiting the characteristics of the general population) that scored at or below the level of the student. For example, a percentile score of 60 indicates that 60 percent of the norming group received a total-correct exercise score that was less than or equal to the student's score. The average percentile score is 50.

The profile is followed by an explanation for using the score report information to explore occupations under the subheading, "What occupations are linked with your Ability Profile?" Students' scores are linked to occupations based on the shape of their ability

profiles compared with the shape of the ability profiles of occupations. Thus, students will be directed to that occupation if their strongest abilities are required for the occupation.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Job shadow or work opportunity in identified occupations that fit their strengths
- ✓ Elective course in identify area of strength for which they might want to receive more training and education
- ✓ Develop list of Postsecondary training options in identified occupations that fit their strengths.

The screenshot shows the O\*NET Resource Center website. The browser address bar displays "http://www.onetcenter.org/AP.html". The page title is "O\*NET Resource Center". The navigation menu includes: Help, About O\*NET, Products, Developers, Data Collection, Using O\*NET, About Us, Share, and O\*NET Sites. The main heading is "O\*NET® Ability Profiler™". Below this, there is a dropdown menu set to "Ability Profiler". A description states: "The O\*NET Ability Profiler (AP) is a career exploration tool that helps clients plan their work lives. The O\*NET Ability Profiler uses a paper and pencil format with optional apparatus parts and computerized scoring. Individuals can use O\*NET Ability Profiler results to:"

- identify their strengths and areas for which they might want to receive more training and education
- identify occupations that fit their strengths

Below the description are four tabs: Overview, Administration, Scoring, and Training. The "Overview" tab is selected. The text reads: "The O\*NET Ability Profiler measures nine job-relevant abilities:"

• Verbal Ability	• Clerical Perception
• Arithmetic Reasoning	• Motor Coordination
• Computation	• Finger Dexterity
• Spatial Ability	• Manual Dexterity
• Form Perception	

The section "O\*NET Ability Profiler Features" lists the following:

- The O\*NET Ability Profiler must be administered by staff who provide instructions to individuals taking the assessment
- User Guide provided for workforce development professionals
- Flexible administration:
  - It can be administered in individual or group settings
  - It has both paper and pencil and optional apparatus sections
- Computerized scoring
- Results from the O\*NET Ability Profiler:
  - Are presented on computer-generated customized score reports
  - Can be linked to the over 800 occupations in O\*NET OnLine
  - Are easily interpreted
  - Can be used on a stand-alone basis or with other O\*NET Career Exploration Tools or with privately developed instruments
- The O\*NET Ability Profiler was developed:
  - Following rigorous scientific procedures
  - With help from customers and leading experts in the field of assessment research, to ensure that it is a valid, user-friendly, assessment tool for

## O\*NET Interest Profiler

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U.S. Department of Labor Employment and Training Administration. (2000). *O\*NET Interest Profiler*. Washington, DC: U.S. Government Printing Office.

**Where do I get it?** Online at: <http://www.mynextmove.org/explore/ip>

**Cost:** \$0 Free

**Who is it for?** Middle school or older students and adults. It suggests that the individual completing the assessment have an 8<sup>th</sup> grade reading level or higher if completing the assessment independently.

**What does it assess?** Assesses interests as they relate to the world of work. Based on responses to items, an interest profile is developed outlining the student's level of interest that are compatible with Holland's (1985) constructs: realistic, investigative, artistic, social, enterprising, and conventional. Results then reveal careers that are a strong match to the student within different job zones based on the level of education.

**How is it administered?** Online administration of 180 statements rated on a 3-point scale (like, unsure, dislike). It can take between 20 and 60 minutes to complete. If completed online, scores are automatically generated. A list of careers that match the areas of interest is also provided. A paper/pencil version can also be administered and hand scored.

**What is included?** Website with items rated online and automatically-generated results. A printable version and administration manual can also be downloaded at <http://www.onetcenter.org/IP.html> under the "Download" tab.

### **What might summary results look like?**

In September of 10<sup>th</sup> grade, Alix completed the *O\*NET Interest Profiler* which identifies careers that match the student's interests. Results revealed that Alix is artistic, defined as someone that likes "work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expressing in their work. They prefer setting where work can be done without following a clear set of rules." Her second highest area was social, defined as someone that likes "work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, to give advice, to help, or otherwise be of service to people." Alix's third highest area was enterprising, and her lowest area was conventional. Based on the results, Alix identified the following careers of interest: Photographer, preschool or kindergarten teacher, fashion designer, makeup artist and stage director.



### ***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Research careers in the fashion industry.
- ✓ Volunteer on the crew for the school musical, supporting costume and stage design, and helping performers administer makeup.
- ✓ Complete a first-aid course.
- ✓ Enroll in a photography course and a child care course.
- ✓ Job shadow at the local preschool.

The screenshot shows a web browser window displaying the O\*NET Interest Profiler on the My Next Move website. The browser's address bar shows the URL <http://www.mynextmove.org/explore/ip>. The website header features the "MY NEXT MOVE" logo and navigation links for HOME, SEARCH, INDUSTRIES, and INTERESTS. The main content area is titled "O\*NET Interest Profiler" and includes a welcome message, instructions on how to use the profiler, and a "Start" button. A sidebar on the left contains links for "User Agreement" and "Proper Use", and a section for "Taken the Interest Profiler before?" with an "Enter scores" button. The bottom of the page includes a footer with navigation links (Help, Explore, Careers, Share, O\*NET Sites) and a disclaimer.

File Edit View History Bookmarks Tools Help

o\*net O\*NET Interest Profiler at My Next Move

http://www.mynextmove.org/explore/ip

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MY NEXT MOVE

o\*net in-it

HOME SEARCH INDUSTRIES INTERESTS

**O\*NET Interest Profiler**

Welcome to the O\*NET Interest Profiler!

The **O\*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The **O\*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.

On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.

**o\*net Interest Profiler**

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[Proper Use](#)

Taken the Interest Profiler before?  
[Enter scores](#)

**Start** Interests Results Job Zones Careers **Next**

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[Employment & Training Administration](#),  
by the National Center for O\*NET Development.

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# O\*NET Work Importance Locator

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U.S. Department of Labor Employment and Training Administration. (2000). *O\*NET Work Importance Locator*. Washington, DC: U.S. Government Printing Office.

**Where do I get it?** Online at: <http://www.onetcenter.org/WIL.html>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with and without a disability, aged 16 and older, who can prioritize statements of their personal values.

**What does it assess?** Designed to assess the student's work values in the areas of achievement, independence, recognition, relationships, support, and working conditions. The student then uses this information to identify careers that match his/her work values.

**How is it administered?** Paper sorting of work value statements. A scoring sheet is provided to translate the sorted statements into work value scores. An online version has also been developed and is available at <http://www.dws.state.nm.us/careersolutions/CSS-workimport.html>.

**What is included?** 20 work value cards, work value card sorting sheet, work importance locator score report with careers related to each work value, and administration instructions.

## **What might summary results look like?**

In January of 9<sup>th</sup> grade, Alix completed the *O\*NET Work Importance Locator*, an assessment that rates her values in the areas of achievement, relationships, working conditions, recognition, independence, and support. Results revealed that Alix's highest work value is achievement (i.e., jobs that let you use your best abilities, see the results of your efforts, and feel a sense of accomplishment). Her second highest category was relationships (i.e., jobs that let you be of service to others and have friendly coworkers). Within these two work values, Alix identified the following occupations of interest: Actor, photographer, creative writer, pharmacist, anesthesiologist, drama or language arts teacher.

## **What transition activities/services might be identified based on the results?**

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Research careers of interest to identify education requirements for each one.
- ✓ Volunteer with community theatre to support the young children's performance.
- ✓ Complete a photography course at the local camera store.
- ✓ Interview an anesthesiologist and a pharmacist about their careers and education requirements.
- ✓ Try out for the school theatre production.



# Envision Your Career

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Kenneally, E. and Strelkogg, Y. (2005) Envision Your Career: A Language-Free Video Career Interest Inventory (DVD). Impact Publications.

**Where do I get it?** <http://www.impactpublications.com/envisionyourcareeralanguage-freevideocareerinterestinventorydvd.aspx>

**Cost:** \$149.00

**Who is it for?** Adolescents and young adults “with limited or no English language skills, those with limited reading and writing skills, people who are deaf and hard of hearing, and other differently-abled people.”

**What does it assess?** After all of the 66 occupations have been presented and examinees have finished recording their responses, the scoring sheet may be collected and scored. Each column on the scoring sheet corresponds to one of John Holland’s occupational clusters:

- Column 1 (R) = Realistic
- Column 2 (I) = Investigative
- Column 3 (A) = Artistic
- Column 4 (S) = Social
- Column 5 (E) = Enterprising
- Column 6 (C) = Conventional

Each two-letter code symbolizes the highest-scoring clusters represents the examinee’s areas of greatest occupational interest.

**How is it administered?** This language-free occupational interest inventory is designed to measure career interest in people who have little or no English skills or limited reading and writing abilities. It consists of 66 live-action images showing people performing typical job duties in actual work environments. Using a score sheet, viewers rate each occupation on a scale of 1 to 5. The scores are then totaled for each occupational type: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. Envision Your Career is formatted to be used in standard videocassette recorders (VCRs) or DVD players, making the instrument both convenient and cost-effective. This format also makes Envision Your Career suitable for individual as well as group assessments. The duration of the video is approximately 22 minutes.

Each instructional segment is followed by a sample test consisting of three sample occupational scenes. Examinees use this segment to practice viewing the occupational scenes and marking their scoring sheets in the time provided. The sample test is followed by the assessment itself, which presents all 66 occupations individually. The video consists of 66 different occupational scenes. Each occupational scene lasts a total of 11 seconds and is followed by a 6-second pause, in which time the viewer marks the appropriate response on his or her scoring sheet. During the 6-second pause, the screen presents a visual countdown using eight colored balls which disappear one by one until there are no balls remaining. This helps both hearing and hard-of-hearing viewers understand that the next

occupational scene is about to begin. Numbers are also used to identify each occupational scene. These numbers remain in the bottom right corner of the screen to help viewers match each occupation with its corresponding number on the scoring sheet.

***What might summary results look like?***

Ben completed the Envision Your Career assessment and determined that his area of greatest occupational interest is: Conventional (C): Organizing and Maintaining

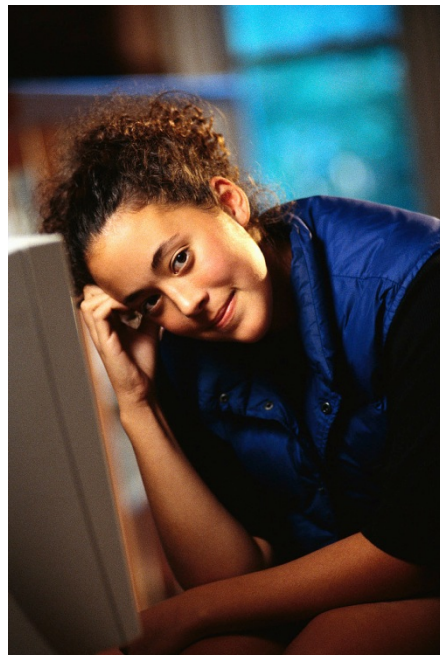
“Conventional environments are structured settings that require people to organize and maintain functional, working systems. Activities often include data/recordkeeping, filing, copying, cleaning, organizing, sorting, and prioritizing. People working in conventional environments use math, data analysis, record keeping, clerical, and computer skills to order and execute repetitive tasks. Order, accuracy, efficiency, precision, stability, predictability, and security are valued in these environments. Common conventional environments include credit bureaus, banks, loan offices, copy centers, computer departments, and finance/accounting agencies.”

11 occupations from each cluster are presented for each occupational interest area. For Ben, 11 careers to discuss are: Building Inspector, Budget Analyst, Cost Accountant, Secretary, Data Entry Clerk, Enlisted Personnel, Stock Clerk, Medical File Clerk, Receptionist, Dry Cleaner, Postal Clerk.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Visit the post office to learn about potential jobs
- ✓ Develop a personal budget with checking account at local bank
- ✓ Job shadow experience at local Wal-Mart in stocking



# Drive of Your Life

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Indiana Youth Institute (ND). *Drive of Your Life*. Indianapolis, IN: Author.

**Where do I get it?** Online at: <http://www.driveofyourlife.org/>

**Cost:** \$0 Free

**Who is it for?** *Drive of Your Life* was designed for middle school students, but it is applicable and highly engaging to older students that are exploring careers. The reading level of the questions is unknown.

**What does it assess?** Designed to assess the student's job skills and interests while keeping students engaged by giving them prompts to customize a digital car and plan a trip. Results are summarized to identify the student's personal style (i.e., practical, questioning, creative, outgoing, influential, or structured), specific careers of interest.

**How is it administered?** Students register on the website and then can log out and back in at any time. Students complete the "Customize Your Ride" section by choosing job skills and interests by rating questions with the following answers: No Way!, Not Exactly, All Right, and I Can go For That. They then complete the "Plan Your Trip" section by selecting careers that match their personal style for further exploration. Finally the learn more about the careers selected by completing the "Jump In and Drive" section.

**What is included?** A 48-question personal style inventory and descriptions of careers within areas of interest that the student explores. Data is stored on the website and can be viewed as a summary. Additional educator resources including related lesson plans are available at <https://www.driveofyourlife.org/educator/>.

## **What might summary results look like?**

Penelope completed the Customize Your Ride section of Drive of Your life and received a report that showed her top three personality scores from her answers. She was reminded that no one profile is better or worse than another. Based on the way she answered, her personal style is:

**Outgoing:** Outgoing people tend to be friendly, entertaining and popular. They are generally upbeat people who are happiest working with other people. They like teachers who use experiences, simulations and encourage divergent thinking. They learn best by use of games, case studies and hands-on experiences.

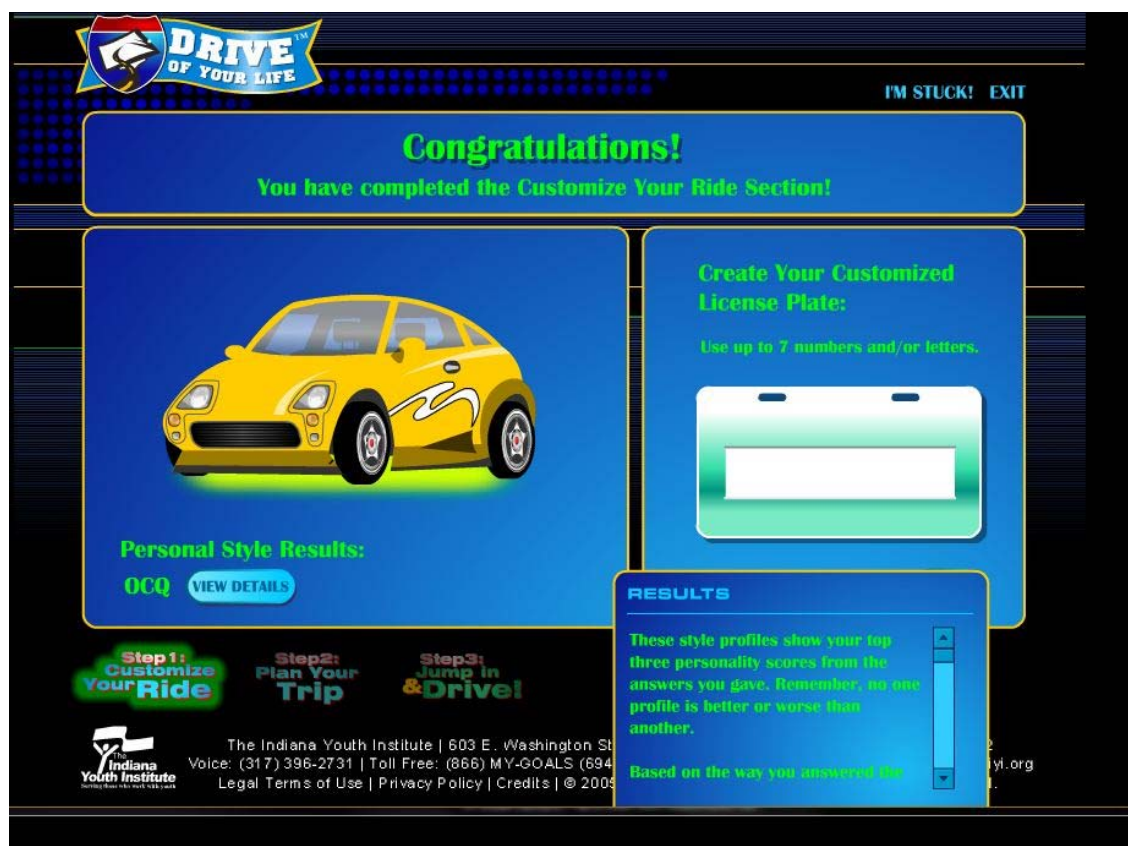
**Creative:** Creative people are very skilled at coming up with original ideas. They are resourceful, sensitive to the work around them and have a vivid imagination. They like to perform and create visual arts. They like teachers who allow them to work in groups, do role-plays and tell about and interpret what they learned. They learn best by doing creative writing, producing aesthetic products and keeping journals.

**Questioning:** Questioning people tend to be logical and thoughtful. They are curious and enjoy inspecting things and searching for answers to problems. They like teachers who lecture, but use audio-visual aids and allows debate and discussion. They learn best by doing individual research and writing term papers and essays.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Create visual aids and/or games to study for state assessments.
- ✓ After a test, evaluate the effectiveness of study techniques used.
- ✓ Develop a role-play or act out an interpretation of a novel read in language arts.
- ✓ Keep a journal to track assignments and study techniques that are helpful.



# Student Employee Evaluation

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Gonzaga University (n.d.), Student Employee Evaluation. Retrieve online at:  
<http://www.gonzaga.edu/campus+resources/offices-and-services-a-z/Student-Financial-Services/Student-Employment/Evaluations.asp>

**Where do I get it?** Online at:

<http://transitioncoalition.org/transition/file.php?path=files/docs/StudentEmployeeEvaluation21329329040.pdf>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with any disability who have participated in an employment experience.

**What does it assess?** Designed for employers to evaluate student work performance for a variety of work situations (e.g., volunteer, paid, off or on-site, work study). Areas assessed are quality of work, dependability, and other characteristics. Supervisors are also asked if employee has shown improvement since last appraisal.

**How is it administered?** Paper/pencil administration of 15-item survey to employer/supervisor. Items rated by employer on a scale from 1= “needs improvement” to 5=“excellent.” N/A is an available option.

**What is included?** 1-page rating scale

**What might summary results look like?**

Elena has been working part-time as an assistant to an administrative assistant at a local real estate office.

- For *Quality of Work*, her supervisor has rated all items as 4s or 5s (i.e., meeting expectations to excellent). Items include: understanding of assigned duties, quality of performance, ability to organize work, quality of work performed.
- For *Dependability*, her supervisor has rated all items as 4s or 5s (i.e., performance with direct supervision, adherence to specific working hours, dependability in meeting deadlines, initiative in performance of duties).
- For *Other Characteristics*, Elena’s supervisor has rated her as 3s or 4s on the following items: tact and diplomacy with others, composure under pressure, efforts toward self-improvement, attitude toward receiving supervision, and grooming and suitability of dress. Elena received a 2 (Needs Improvement) in the category of communication with others because she needs to reduce conversations with other employees and wait for more suitable times (e.g., after work hours or break).

**What transition activities/services might be identified based on the results?**

Examples based on the summary results included here might include:

- ✓ Elena job shadows an administrative assistant paying attention to when side-conversations are appropriate in the workplace.
- ✓ Elena watches a video on soft-skills in the workplace and role-plays appropriate participation in conversations.

# Matching Your Strengths, Preferences and Interests with a Specific Occupation

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Matching Your Strengths, Preferences & Interests with a Specific Occupation. In Gaumer Erickson, A.S. Clark, G.M. & Patton, J.R. (2012). *Informal Assessments for Transition Planning* [2<sup>nd</sup> edition]. Austin, TX: PRO-ED. Included with the Transition Planning Inventory.

**Where do I get it?** Order from: [www.proedinc.com](http://www.proedinc.com)

**Cost:** Included within the \$181 *Transition Planning Inventory (TPI-2)* or \$35 for *Informal Assessments for Transition Planning* [2<sup>nd</sup> edition] without the TPI-2

**Who is it for?** Adolescents and young adults with and without disabilities who are interested in a specific career or type of job. The reading grade level is 7.7, but it can be read aloud to the student.

**What does it assess?** Designed to evaluate job requirements and demands that the student can perform including: physical demands of the job, physical working conditions, educational requirements, and social interaction demands on the job. Through an interview or internet research, the student or teacher then identifies the requirements of the job. When the requirements match the student's ability, the job is considered to be a good match for the student.

**How is it administered?** Paper/pencil administration with students putting a checkmark next to items that they can do. The student, teacher, or employer then identifies the skills associated with the specific job.

**What is included?** One-page instrument. The assessment is included in a book of 52 informal transition assessments addressing all transition domains.

**What might summary results look like?** Nate would like to train wolves as a career. Through an interview with a wolf trainer, this was identified as a physically-demanding job with hazards related to working outdoors and with wild animals. Of the thirteen job characteristics identified for training wolves, Nate currently possesses three of them (i.e., standing/walking for 5-6 hours, normal vision, normal hearing, and the ability to take direction from a supervisor). Additional job demands and working conditions include the ability to lift 30-60 pounds, working for a full day, using mechanical equipment safely, exposure to cold and dirty conditions, and responding to constructive criticism. To meet the requirements for being a wolf trainer, Nate will need to increase his strength and stamina, as well as learn to interpret and respond to constructive criticism.

**What transition activities/services might be identified based on the results?**

A variety of transition activities and services could be identified for different students based on the student's proficient in each study and learning skill, but a few examples based on the summary results included here might include:

- ✓ Build physical strength by participating in a physical education course.
- ✓ Role play situations where constructive criticism is provided on work performance.
- ✓ Job shadow with an animal trainer.



# Study and Learning Skills Inventory

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Study and Learning Skills Inventory. In Gaumer Erickson, A.S. Clark, G.M. & Patton, J.R. (2012). *Informal Assessments for Transition Planning* [2<sup>nd</sup> edition]. Austin, TX: PRO-ED. Included with the Transition Planning Inventory.

**Where do I get it?** Order from: [www.proedinc.com](http://www.proedinc.com)

**Cost:** Included within the \$181 *Transition Planning Inventory (TPI-2)* or \$35 for *Informal Assessments for Transition Planning* [2<sup>nd</sup> edition] without the TPI-2

**Who is it for?** Adolescents and young adults with and without disabilities who are taking academic courses.

**What does it assess?** Designed to address study and learning skills including: reading rate, listening, graphic aids, library usage, reference materials, test taking, note-taking and outlining, report writing, oral presentations, time management, self-management, and organization.

**How is it administered?** Paper/pencil administration with items rated on a 4-point scale from “not proficient” to “highly proficient.” The inventory can be completed either by the student or by a teacher. The reading level is 10.2, but it can be read aloud to the student.

**What is included?** Inventory includes 2-page assessment and 1-page summary of learning skills. The assessment is included in a book of 52 informal transition assessments addressing all transition domains.

**What might summary results look like?**

In November of her 9<sup>th</sup> grade year, Alix’s language arts teacher completed the *Student and Learning Skills Inventory* and discussed the results with Alix. Both Alix and her teacher agreed that oral presentations and report writing are relative strengths for Alix. Her greatest areas of need are test-taking and time management. Alix struggles with identifying the most important information to study and organize the material when studying. She often does not allot enough time to study effectively and becomes easily distracted by other stimuli. Alix also often turns in assignments late and mentioned that she doesn’t notice when other people are turning in an assignment. When going through Alix’s binder, multiple partially-completed assignments were found that had not been turned in.

**What transition activities/services might be identified based on the results?**

A variety of transition activities and services could be identified for different students based on the student’s proficient in each study and learning skill, but a few examples based on the summary results included here might include:

- ✓ Practice time-management skills including keeping a weekly schedule.
- ✓ Follow a study guide when reviewing information for a test.
- ✓ Study for ½ hour each of three days before a test.
- ✓ Check in with her teachers to ensure that all assigned work has been turned in.
- ✓ Set personal goals for grades on tests within language arts and mathematics courses, and evaluate the effectiveness of study techniques following each test.



# C.I.T.E. Learning Styles Instrument

Babich, Burdine, Albright, and Randol. (1976). *C.I.T.E. Learning Styles Instrument*. Wichita KS: Murdoch Teachers Center.

**Where do I get it?** Online at: <http://www.wvabe.org/CITE/cite.pdf>

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with and without disabilities who can respond to questions about themselves.

**How is it administered?** Students complete the 45-statement inventory on paper. The reading level of the student rating form is grade 6.7, but it can also be read aloud to students.

**What does it assess?** The instrument provides a summary of the student's learning style in the following areas: visual language, visual-numerical, auditory-language, auditory-numerical, auditory-visual-kinesthetic, social-individual, social-group, expressiveness-oral, and expressiveness-written.

**What is included?** Two-page instrument, worksheet for scoring the instrument, and description with teaching techniques for each learning style.

## What might summary results look like?

Alix completed the *C.I.T.E. Learning Styles Instrument* in September of 9<sup>th</sup> grade. This self-assessment asked Alix to rate her learning preferences on items such as "I understand a math problem that is written down better than one I hear." Results showed that Alix does not have one major learning style, but four styles that support her learning. For information-gathering, Alix learns best through visual-language and visual-numerical (i.e., learning from seeing words and numbers). Her learning is supported by having information written down. Auditory-language is also a relative strength. A characteristic of this learning style is the need to vocalize what she is reading when trying to understand new material. In the area of work conditions, Alix works significantly better in groups than alone. In the area of expressiveness, Alix does not identify strengths in either oral or written expressiveness.

## What transition activities/services might be identified based on the results?

Transition activities and services might include:

- ✓ Identify learning options within each course that match his/her learning style.
- ✓ Create visual displays to represent data.
- ✓ Research careers that support preferred learning style.
- ✓ Identify study techniques that support preferred learning style.

**C.I.T.E. LEARNING STYLES INSTRUMENT**  
Babich, A.M., Burdine, P., Albright, L., Randol, P.  
Wichita Public Schools, Murdoch Teachers Center

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Read each statement carefully and decide which of the four responses agrees with how you feel about the statement. Put an X on the number of your response.

Questions	Most Like Me	3	2	Least Like Me
1. When I make things for my studies, I remember what I have learned better.	4	3	2	1
2. Written assignments are easy for me.	4	3	2	1
3. I learn better if someone reads a book to me than if I read silently to myself.	4	3	2	1
4. I learn best when I study alone.	4	3	2	1
5. Having assignment directions written on the board makes them easier to understand.	4	3	2	1
6. It's harder for me to do a written assignment than an oral one.	4	3	2	1
7. When I do math problems in my head, I say the numbers to myself.	4	3	2	1

# College Supports Questionnaire

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College Supports Questionnaire. Adapted from the North Iowa Area Community College Intake Questionnaire and the Ferris State University Disability Services Assessment (2011).

**Where do I get it?** Online at:

[http://transitioncoalition.org/transition/file.php?path=files/docs/College\\_Supports\\_Questionnaire1329324864.pdf](http://transitioncoalition.org/transition/file.php?path=files/docs/College_Supports_Questionnaire1329324864.pdf)

**Cost:** \$0 Free

**Who is it for?** Adolescents and adults with disabilities that are considering enrollment in a college or vocational-technical program.

**What does it assess?** Designed to address disability support services needs at a postsecondary college or training program, including the impact of the disability, housing needs, transportation need, support network, stress tolerance, social issues, and disclosure/advocacy.

**How is it administered?** Paper/pencil administration primarily requiring short answer responses.

**What is included?** Six-page questionnaire.

**What might summary results look like?**

In April of 10<sup>th</sup> grade, Alix completed the *College Supports Questionnaire*. While she doesn't plan to attend college for a couple more years, this questionnaire identified experiences that would be beneficial for Alix prior to entering college. Results revealed that Alix knows that she has ADHD and that it impacts her ability to pay attention in classes, stay focused on assignments, and complete tasks quickly. She also listed the medication that she is taking and identifies side effects of never feeling hungry and not sleeping very much. Alix also reported that she does not receive accommodations in high school. Results also showed that Alix had difficulty navigating new environments, but she uses maps and GPS devices to get where she needs to go. Generally, Alix has a high level of stress tolerance when encountering unexpected situations, but her stress is triggered by feeling overwhelmed with assignments and not understanding the material. She also reported that she becomes anxious when called upon in class, when instructors announce pop quizzes, and when she's asked by instructors to talk after class about her work performance. Alix identifies her work as disorganized and messy and she does not know how or if she would disclose her disability to instructors or Disability Services, and put a question mark as her response regarding each disclosure/advocacy question.

**What transition activities/services might be identified based on the results?**

A variety of transition activities and services could be identified based on the student's knowledge of support needs, stress tolerance, and disclosure/advocacy skills.

- ✓ Identify accommodations that support learning & advocate for accommodations.
- ✓ Meet with a disability supports coordinator at a college.
- ✓ Interview a college student with a disability to identify support options and ways to request support.

# Ansell-Casey Life Skills Assessments

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Casey Family Programs (2009). *Ansell-Casey Life Skills Assessments*. Author.

**Where do I get it?** Online at:

[http://www.caseylifeskills.org/pages/assess/assess\\_index.htm](http://www.caseylifeskills.org/pages/assess/assess_index.htm)

**Cost:** \$0 Free

**Who is it for?** Adolescents and young adults with and without a disability. Five assessments are provided based on age ranges 8-18+, but it is recommended that the individual complete the assessment that matches his/her developmental level. The Ansell-Casey Life Skills Assessments were designed for children in foster care, but they have been shown to be beneficial for other students. The reading level of the student assessments vary by age, but questions can also be read aloud in an interview format. Additional perceptions are obtained from caregivers.

**What does it assess?** The *Ansell-Casey Life Skills Assessments (ACLSA)* are designed to assess life skills. Domains within the ACLSA-III Youth scale include: communication, daily living, housing and money management, self-care, social relationships, and work and study skill. Subscales within the ACLSA-IV Youth scale include: career planning, daily living, housing and money management, self-care, social relationship, and work life.

**How is it administered?** The *ACLSA* can be administered online for both the youth and the caregiver by setting up an account that requires providing an email address. The assessments can also be printed and administered on paper or through an interview. Each full-length assessment includes 39-121 items based on the age level and the short assessment includes 20 items. Through online administration, an individual score report is developed that identifies the percentage of mastery in each domain, total mastery, raw score in each domain, and total raw score.

**What is included?** ACLSA-I (ages 8-9), ACLSA-II (ages 10-12), ACLSA-III (ages 13-15), ACLSA-IV (ages 16 and up), and ACLSA-Short (ages 11-18) for both youth and caregivers. ACLSA assessments are available in English, Spanish and French. The website also provides lesson plans and resources related to domains assessed, as well as a companion life skills curriculum.

**What might summary results look like?**

The *Ansell-Casey Life Skills Assessment* was administered in January of 10<sup>th</sup> grade. Alix's results revealed that her areas of high mastery include social relationships (89% mastery) and self-care (73% mastery). She also showed moderate mastery in career planning (62%) and work life (62%). Areas of needed transition services were identified in housing and money management (21% mastery) and daily living (20% mastery).

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Identify places within the community to access medical and academic supports.
- ✓ Cook one meal per week at home.
- ✓ Research local housing options and develop a budget of costs associated with living in an apartment.
- ✓ Monitor food intake for one week and identify the nutritional balance.
- ✓ Develop a plan to eat a more balanced diet and follow the plan, monitoring progress, for one month.



## Casey Life Skills

[Home](#) [Assessments](#) [Learning Plan](#) [Resources](#) [Group Data Reports](#) [Training](#)



- [What is the ACLSA?](#)
- [Directions for New Users](#)
- [Frequently Asked Questions](#)
- [Important Information for Agencies and Organizations](#)
- [Important Information for Casey Family Programs Staff](#)
- [Information on Learning Levels](#)
- [How to conduct the conversation](#)

### Assessments:

#### Ansell-Casey Life Skills Assessments (ACLSA)

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These assessments evaluate the life skills of youths and young adults. They are completed online and automatically scored within seconds. The assessments are always **free** to use.

When you are ready to begin, click one of the following links:

[ACLSA - English](#)

[ACLSA - Español](#)

[ACLSA - Français](#)

[ACLSA - Supplements](#)

**\*Attention new users:** The links to the left are provided to help you become acquainted with the ACLSA.

**\*\*Important Note:** This web site should be viewed with Netscape Navigator or Microsoft Internet Explorer versions 4.X or greater.

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# Functional Independence Skills Handbook

Functional Independence Skills Handbook (FISH). Killian, W.K. (2003). *Functional Independence Skills Handbook (FISH): Assessment and Curriculum for Individuals with Developmental Disabilities*. Austin, TX: PRO-ED.

**Where do I get it?** Online at <http://www.proedinc.com/customer/default.aspx>

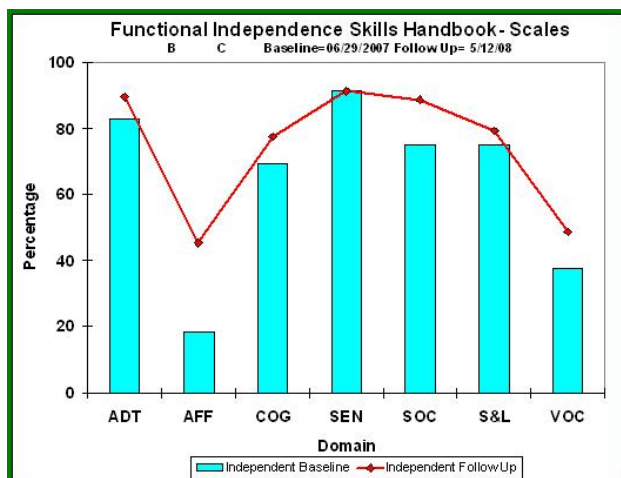
**Cost:** \$79.00

**Who is it for?** Adolescents and young adults with a developmental disability who can respond to questions about themselves or with someone who knows and has a positive relationship with the person over a period of time. The outcome of the program, when successful, is a direct increase in personal independence in those with autism, intellectual disabilities, and related disorders.

**How is it administered?** The paper/pencil assessment is provided to students and then tallied to establish a baseline that reflects the specific level of independence possessed by the student for each domain. The lesson plans are used to teach specific skills (included). After a period of time, a follow-up assessment is performed that results in a graphic representation of any progress that occurred.

**What does it assess?** FISH contains (a) an assessment instrument that can assist the professional in determining goals for future educational or developmental training programs for a person with developmental disabilities and (b) sample lesson plans with teaching technique examples for each item evaluated. The FISH is a criterion-referenced series of 421 tasks. The assessment instrument and lessons are organized according to seven domains: Adaptive Behavior Skills, Affective (or Emotional) Skills, Cognitive Skills, Sensorimotor Skills, Social Skills, Speech and Language Skills, and Vocational Skills. Completion of this instrument should result in a list of skills that the person can perform independently.

**What is included?** The FISH contains an assessment that directly relates to the accompanying curriculum. Student progress is visually observable and measurable. A book of lesson plans for each domain area is also included.



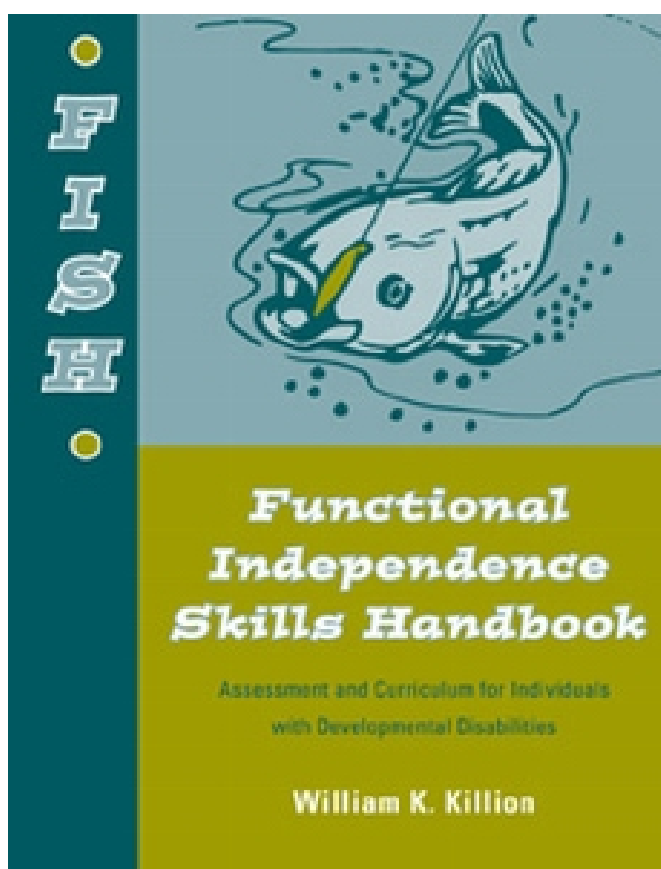
## What might summary results look like?

As identified in the summary graph, Joe's areas of strength are in the areas of adaptive behavior and sensorimotor skills. He also demonstrates relative strengths in cognitive skills, socialization skills, and speech and language skills. Joe's highest areas of need are in affective behavior and vocational skills.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples of lesson plans include:

- ✓ Develop an Adaptive Behavior Plan
- ✓ Develop an Affective Behavior Plan
- ✓ Develop an Cognitive Skills Plan
- ✓ Develop an Sensorimotor Skills Plan
- ✓ Develop an Socialization Skills Plan
- ✓ Develop an Speech and Language Skills Plan
- ✓ Develop an Vocational Skills Plan





# Transition Health Care Checklist

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Pennsylvania Department of Health (2010), Transition Health Care Checklist: Transition to Adult Living.

**Where do I get it?** [www.health.state.pa.us/transitionchecklist](http://www.health.state.pa.us/transitionchecklist)

**Cost:** \$0

**Who is it for?** Adolescents and young adults with any disability, their families and professionals to assist in making a successful transition to adult life that includes health and health care. “Youth at age 18: (a) are legally adults and can sign health care documents, (b) need to have their own legal signature, (c) need to give permission for family members to talk with hospitals, schools, police departments, and other community agencies, and (d) need to understand that services change from entitlement to eligibility.”

**What does it assess?** Designed to address areas related to health around the broad topics of:

Accept Yourself: Who Am I? (i.e., self-awareness, personal safety, communication methods, hearing and vision, medication)

Declare Yourself: Who I am (i.e., self-advocacy, money management, postsecondary considerations, employment considerations)

Empower Yourself: I am! (i.e., community living, medical management, activities of daily living)

**How is it administered?** Paper/pencil scale contains 15 pages of questions where students answer: can do already, needs practice, accommodations, who & where, included in plan. Additionally, each of the 15 pages contains a half-page of blank space for “Planning for the future” discussion notes.

**What is included?** Paper/pencil scale containing 15 pages of questions is included, along with Appendices about: Health Insurance Options, Tips to Maintain Health Insurance, Transition Timeline, Financial and Legal Concerns, HIPAA/COBRA, SSA, Medical Assistance (Medicaid), Medicaid Funded Waivers, Special Health Conditions Programs, Mental Health, and more.

Note, information is shared specifically for residents of Pennsylvania, but many of the services and programs related to students nationally. Be sure to share local contact information for relevant services.

**What might summary results look like?**

Tammy “can do already” a variety of activities and topics in *Accept Yourself: Who Am I?* but needs practice in some areas related to medication. While she knows never to share medication and can recognize several medicines by appearance, she is not sure why, when and how to take medication. Additionally, while Tammy can purchase OTC medicine, she is unclear when and who to call for prescription refills as her mother does this on her behalf. ]



Regarding insurance and benefits, Tammy is:

- Able to use insurance cards appropriately
- Aware of need to take all insurance cards to all appointments
- Able to understand what services are covered by insurance.

However, Tammy needs practice on the topics related to co-pay and the insurance plan such as pre-approval and pre-certification rules. She can fill out medical forms or ask for assistance when necessary but finds it difficult to remember and follow instructions from healthcare providers.

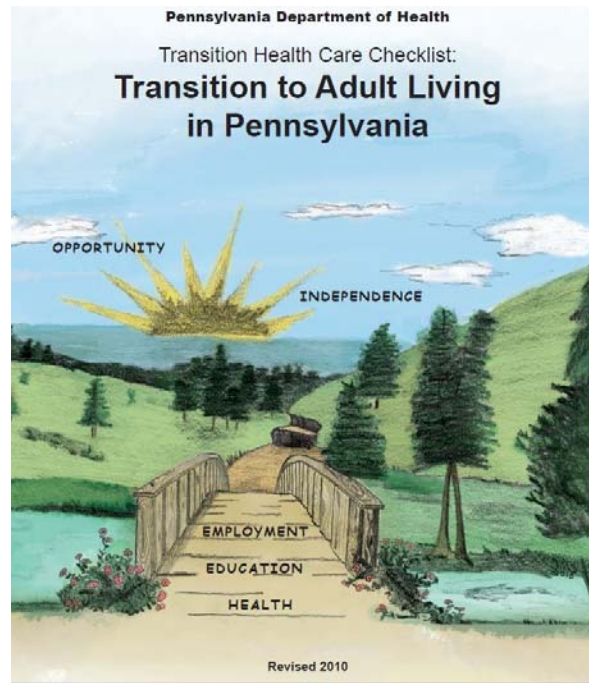
Regarding overall wellness, Tammy “can do already” a variety of activities and topics, such as:

- Participate in physical activity (with modifications as needed)
- Understand and deal safely with food allergies
- Understand specialized diet needs, foods, medical follow-up
- Follow routine health care: doctor visits, breast & testicular self-exams, pap test, prostate health
- Keep immunizations current & records easily accessible
- Understand sexual awareness to prevent pregnancy, STD's & HIV/AIDS.

***What transition activities/services might be identified based on the results?***

A great variety of transition activities and services could be identified for different students, but a few examples based on the summary results included here might include:

- ✓ Talk with local pharmacist about over the counter vs. prescription medication.
- ✓ Develop organizational system for personal medical records and receipts.
- ✓ Visit to student nurse to learn how to treat minor cuts, scrapes and burns.



# Independent Living Checklist

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Independent Living Checklist. Gaumer Erickson, A. (2012). Lawrence KS: University of Kansas Center for Research on Learning.

**Where do I get it?** Online at:

[http://www.transitioncoalition.org/transition/tcfiles/files/docs/Independent Living Checklist 20111328896938.pdf/Independent Living Checklist 2011.pdf](http://www.transitioncoalition.org/transition/tcfiles/files/docs/Independent_Living_Checklist_20111328896938.pdf/Independent_Living_Checklist_2011.pdf)

**Cost:** \$0 Free

**Who is it for?** For guardians, educators, or the IEP team to identify the independent living skills and needs of adolescents and young adults without disabilities.

**How is it administered?** Paper/pencil administration with 37 items asking whether the student can perform the skill independently and consistently and 6 open-ended items that support IEP planning.

**What does it assess?** Designed to identify the independent living skills that a student is able to perform independently and consistently, as well as the independent living skills that may need to be addressed in the IEP (e.g., postsecondary goal, transition services, annual goal).

**What is included?** Two-page instrument including both ratings and IEP team discussion questions.

**What might summary results look like?**

At Alix's IEP meeting in February of 9<sup>th</sup> grade, Alix and her team jointly completed the *Independent Living Checklist*. Alix expressed her desire to live independently after high school graduation, living in an apartment or college dorm with a roommate. Focus areas for independent living for the IEP year were identified in learning self-advocacy skills, money management, and about individual rights as a student and adult with a disability.

**What transition activities/services might be identified based on the results?**

A variety of transition activities and services could be identified for different students based on the student's proficient in the specific independent living skills, but a few examples based on the summary results included here might include:

- ✓ Role play advocating for accommodations.
- ✓ Maintain a savings account to save \$500 toward purchase of a car.
- ✓ Complete a course in consumer mathematics.
- ✓ Develop a presentation on the rights of individuals with disabilities under Section 504 of the Rehabilitation Act.
- ✓ Explain needed accommodations to each teacher within the first of school in 10<sup>th</sup> grade.

## Case Study

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Alix is a 16-year-old sophomore in high school. She receives special education services for a learning disability in mathematics and ADHD. She lives ½ time with her mother and stepfather and the other half with her father and stepmother. She takes medication for her ADHD but complains that it makes it so that she can't sleep and doesn't want to eat. Her parents report that she will only take the medication if they hand it to her and watch her take it. Alix claims that she can never remember her medication on her own.

In informal interviews across the past two years, Alix has stated that she is unsure about a career, but when asked to identify something that she might be interested in, she's mentioned being a lawyer, a pastry chef, a concierge at a hotel, owning a daycare, and becoming a special education teacher.

On her last state assessments, Alix met proficiency in language arts and is approaching proficiency in mathematics. Her grades fluctuate throughout each semester, and she frequently has 2-3 Fs but gets most of them up to Ds by the end of the semester. Alix and her teachers report that her low grades are primarily to homework that has not been turned in. Alix's parents add that she often avoids homework because it is difficult for her, and then when her grades drop in one class, she focuses on completing all of her late work in that class and in the process forgets to complete assignments in other classes. Alix has also earned several As, mostly in hands-on classes that do not include homework (Foods I, Child Care, Concert Choir, Advisory). In her high-achieving courses, Alix's teachers report that she is engaged and active in all tasks while being very social and collaborative. In her low-achieving courses, Alix's teachers report that she would rather converse with her friends than focus on the coursework and that she is frequently off-task during teacher lectures and independent work. All teachers agree that Alix works well in groups, but someone else in the group often has to remind her to stay on task.

Across her freshman and sophomore years, Alix has completed a variety of formal and informal transition assessments. The results of these assessments are provided next.

### ***C.I.T.E. Learning Styles Instrument***

Alix completed the *C.I.T.E. Learning Styles Instrument* in September of 9<sup>th</sup> grade. This self-assessment asked Alix to rate her learning preferences on items such as "I understand a math problem that is written down better than one I hear." Results showed that Alix does not have one major learning style, but four styles that support her learning. For information-gathering, Alix learns best through visual-language and visual-numerical styles (i.e., learning from seeing words and numbers). In other words, her learning is supported by having information written down. Auditory-language is also a relative strength. A characteristic of this learning style is the need to vocalize what she is reading when trying to understand new material. In the area of work conditions, Alix works significantly better in groups than alone. In the area of expressiveness, Alix did not identify strengths in either oral or written expressiveness.

### **Transition Planning Inventory**

Alix, her father, and her English teacher completed the Transition Planning Inventory in October of Alix's 9<sup>th</sup> grade year. Overall Alix and her father had similar ratings, but her teacher marked "don't know" to many of the questions and therefore school rating were not taken into consideration for planning purposes. Based on the ratings, Alix's strengths are identified in the areas of functional communication, leisure activities, health, community involvement, and interpersonal relationships. Areas of focus for further assessment and transition services were identified in career choice and planning, employment knowledge and skills, future education/training, self-determination, independent living, and personal money management.

### **O\*NET Work Importance Locator**

In January of 9<sup>th</sup> grade, Alix completed the *O\*NET Work Importance Locator*, an assessment that rates her values in the areas of achievement, relationships, working conditions, recognition, independence, and support. Results revealed that Alix's highest work value is achievement (i.e., jobs that let you use your best abilities, see the results of your efforts, and feel a sense of accomplishment). Her second highest category was relationships (i.e., jobs that let you be of service to others and have friendly coworkers). Within these two work values, Alix identified the following occupations of interest: Actor, photographer, creative writer, pharmacist, anesthesiologist, drama or language arts teacher.

### **Independent Living Checklist**

At Alix's IEP meeting in February of 9<sup>th</sup> grade, Alix and her team jointly completed the *Independent Living Checklist*. Alix expressed her desire to live independently after high school graduation, living in an apartment or college dorm with a roommate. Areas of independent living focus for the following year were identified in learning self-advocacy skills, money management, and about individual rights as a student and adult with a disability.

### **Student Engagement Instrument**

In March, all 9<sup>th</sup> graders completed the Student Engagement Instrument that evaluated their psychological and cognitive engagement in school. Alix's results revealed that she has strong support from her peers for learning and that she believes that school is important for her future aspirations and goals. Alix identified relatively poor teacher/student relationships (mean = 2.4) and her ratings of family support for learning (mean = 2.75) and control and relevance of school work (mean 2.78) did not meet the engagement threshold of 3.0. These results suggest that Alix would benefit from additional teacher and parent engagement related to her studies. Alix is also extrinsically motivated meaning that she does not feel the benefit of learning for her own sake but rather for the external reward that she receives.

### **O\*NET Interest Profiler**

In September of 10<sup>th</sup> grade, Alix completed the *O\*NET Interest Profiler* which identifies careers that match the student's interests. Results revealed that Alix is artistic, defined as someone that likes "work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expressing in their work. They prefer settings where

work can be done without following a clear set of rules.” Her second highest area was social, defined as someone that likes “work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, to give advice, to help, or otherwise be of service to people.” Alix’s third highest area was enterprising, and her lowest area was conventional. Based on the results, Alix identified the following careers of interest: Photographer, preschool or kindergarten teacher, fashion designer, makeup artist and stage director.

### **AIR Self-Determination Scale**

Alix and her father completed the AIR Self-Determination scale in October of her 10<sup>th</sup> grade year. Composite results revealed Alix’s overall self-determination just under 60% (58% rated by Alix and 59% rated by her father). Both Alix and her father agreed that Alix has many opportunities to practice and demonstrate self-determination skills but she does not demonstrate self-determined behavior consistently. Alix is stronger at planning goals (think domain), but she often does not follow through with the actions to reach her goals or adjust her plan (do and adjust domains).

### **Ansell-Casey Life Skills Assessment IV (Youth)**

The *Ansell-Case Life Skills Assessment* was administered in January of 10<sup>th</sup> grade. Alix’s results revealed that her areas of high mastery include social relationships (89% mastery) and self-care (73% mastery). She also showed moderate mastery in career planning (62%) and work life (62%). Areas of needed transition services were identified in housing and money management (21% mastery) and daily living (20% mastery).

### **Self-Determination Observation Checklist**

In February of Alix’s 10<sup>th</sup> grade year, her geometry teacher observed her behavior during one class period and identified the self-determination skills that Alix exhibited using the *Self-Determination Observation Checklist* from the *Self-Determination Battery* by Hoffman, Field, and Sawilowsky. Results revealed that Alix demonstrated 17 self-determined behaviors during the observation, though this is lower than the mean of 21.3 identified within the administration manual. The majority of Alix’s observed behaviors were within the “Act” domain, but she demonstrated two behaviors in “Know Yourself” and “Experience Outcomes and Learn.” Alix did not demonstrate any behaviors related to “Value Yourself” or “Plan.” These are areas of focus for instruction and experiences within self-determination.

### **College Supports Questionnaire**

In April of 10<sup>th</sup> grade, Alix completed the *College Supports Questionnaire*. While she doesn’t plan to attend college for a couple more years, this questionnaire identified experiences that would be beneficial for Alix prior to entering college. Results revealed that Alix knows that she has ADHD and that it impacts her ability to pay attention in classes, stay focused on assignments, and complete tasks quickly. She also listed the medication that she is taking and identified side effects of never feeling hungry and not sleeping very much. Alix also reported that she does not receive accommodations in high school. This raises concerns since Alix receives the accommodations of preferential seating, reminders to stay on task,

weekly checks of her grades, and organization support from her Advocacy teacher. Results also showed that Alix has difficulty navigating new environments, but she uses maps and GPS devices to get where she needs to go. Generally, Alix has a high level of stress tolerance when encountering unexpected situations, but her stress is triggered by feeling overwhelmed with assignments and not understanding the material. She also reported that she becomes anxious when called upon in class, when instructors announce pop quizzes, and when she's asked by instructors to talk after class about her work performance. Alix identifies her work as disorganized and messy and she does not know how or if she would disclose her disability to instructors or Disability Services, writing a question mark as her response regarding each disclosure/advocacy question.

# Case Study

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Nate is a 17-year old student with Autism Spectrum Disorder who is a junior at a northern California High School. Nate and his family completed a series of transition assessments over one year in the following transition areas: postsecondary education, employment, independent living and community participation.

## **Data Upon Which Assessment Results are Based:**

- Individual Student Assessment
- Document review of Confidential Files
- Telephone interview with Nate's mother
- Interview with Drama Teachers
- Interview with Inclusion Specialist
- Completion of formal and Informal assessment instruments
- Person-centered planning meeting with family

## **Results of Individual Student Transition Assessment**

Both formal and informal assessment measures were used to inform the IEP team about Nate and his vision for the future. Furthermore, in addition to vocational assessments, best practices dictate that transition assessment is expanded to include other post-school outcomes areas such as postsecondary education, independent living, community participation, and social relationships, as well as the ongoing focus on career development. In addition, transition assessment must be focused on the student's strengths, needs, preference and interests as they relate to the demands of current and future educational, living, and personal and social environments. Each instrument that was used to assess Nate is listed below, with a description of general results.

### **1. Transition Planning Inventory Analysis (TPI)**

The Transition Planning Inventory (TPI) is an instrument for identifying and planning for the comprehensive transitional needs of students. It is designed to provide school personnel a systematic way to address critical transition planning areas that are mandated by the Individuals with Disabilities Education Act (IDEA) and that take into account the individual student's needs, preferences, and interests. Information on transition needs is gathered from the student, parents or guardians, and school personnel through the use of three separate forms designed specifically for each of the target groups. Results of Nate, the family, and the schools' TPI have been combined, and summarized below, under each of the 9 domain areas.

### ***Employment***

Employment appears to be an area of need for Nate, who either disagreed or slightly agreed that he: knows job requirements and demands; makes informed choices, knows how to get a job, demonstrates general job skills, and has specific job skills. The school and home rating concur, as both disagree that Nate has demonstrated the above skills. One exception is that the school agreed that Nate demonstrates knowledge and skill in general



job skills and work attitude. It is strongly suggested that Nate have opportunities to develop the above critical skills prior to exiting secondary education.

### ***Further Education and Training***

Further education/training emerged as an area of need for Nate, who disagreed that he knows how to gain entry into a vocational/technical program and knows how to gain entry in college. School and home also disagreed. While the student, home and school did all agreed that Nate can succeed in a postsecondary program, it is unclear how prepared Nate is for gaining entry into such program, and advocating for himself in this setting.

### ***Daily Living***

There was a consensus among the school, home, and student that everyone strongly agrees that Nate maintains personal grooming and hygiene. However, the home and student forms indicated that Nate does not yet have the skills to: locate a place to live, set up a living arrangement, manage his own money, and use local transportation. These are important skills for Nate to be able to live as independently as possible in his community, and are recommended for inclusion in IEP goals.

### ***Leisure Activities***

The school, home and student form all agree or strongly agree that Nate has a set of skills and some knowledge about indoor and outdoor activities that he can engage in for recreation and leisure. Efforts might be made to expand leisure options, but this did not emerge as a high priority area for IEP planning

### ***Community Participation***

Both the home and student disagree that Nate has demonstrated skills in the area of community participation. Nate is 17 and will soon reach the age of majority. He needs to understand about certain legal rights he has as a citizen and a citizen with a disability. He also needs to acquire skills to locate community services and resources, use these services, and obtain financial assistance. While Nate has some skills for participating in the community as an active citizen, he may need assistance and guidance in expanding those skills in such areas as community volunteer services.

### ***Health***

The school, home and student all agreed that Nate maintains good physical and mental health, but the home form indicated that Nate may not at times be knowledgeable of his own physical and mental health. The student and home form also indicated that the student does not know about reproduction or make informed choices regarding sexual behavior. This might be an area for some further discussion, but in general, this area did not emerge as a high priority area for IEP planning.

### ***Self-Determination***

Expressing his feelings and ideas confidently is a definite strength-area for Nate. However, Nate appears to have difficulty with recognizing and accepting his strengths and limitations. Furthermore, the home and student form identified that Nate needs to develop skills to set personal goals and make decisions. This is an important area for IEP planning.

**Communication**

The school form related that Nate has the necessary speaking, listening, and reading skills, but disagree that he has the needed writing skills. On the contrary, the home and student forms identified speaking, listening, reading, and writing skills as critical areas of need. This appears to be an important area for discussion for IEP planning.

**Interpersonal Relationships**

Nate appears to have developed good interpersonal relationships at home and at school. He gets along with family members, and demonstrates skills for getting along with coworkers and supervisors. However, the home and student form indicate that Nate is lacking in skills to establish and maintain friendships and display appropriate social behavior in a variety of settings. This appears to be an important area for discussion for IEP planning.

**2. Futures Planning Meeting**

<b>Who is Nate?</b>	<b>What's his history?</b>
Hard-worker Intelligent Energetic Good-hearted Funny Friendly "Slacker"—likes to goof around Inquisitive Persistent Determined Handsome Musical Sibling Visual Tough guy Reserved Sweet boy	Born in San Francisco Elementary school—participated in play Alice in Wonderland (5 <sup>th</sup> grade) Likes high school the best—more freedom and more friends. Universal Studios every summer—considers it a "Sanctuary" In 9 <sup>th</sup> grade, took 4 basics, swimming & drama Has always liked to act—drama/performance Loved going to HI for a trip in 4 <sup>th</sup> grade—particularly liked the sand and the beach Went to family camp. While there, enjoys target shooting and acting in the talent show.
<b>What's the dream for the future?</b>	<b>What are the fears?</b>
Working in special effects "The Industry" Maybe a girlfriend Live in a big house with a pool table Travel, potentially to Las Vegas Own a car—preferably a Hummer Split time between my own house and Mom and Dad's house Play in a band with groupies Go out with friends to see movies	Not understanding paperwork Lack of money management skills Unaware of dangerous situations (very trusting) Not able to take care of himself/not self-sufficient Not being able to explain himself or understand situations Loneliness Not being able to get a driver's license or car; lack of transportation

	Having a crummy job College being too hard The community not understanding his unique needs
<b>How do we get there?</b>	
Summer reading classes Driver's education class Look into/research: career center, volunteer opportunities; work/paid internships, classes in the area of special effects; summer jobs Investigate adult services (eligibility and services) Investigate college/community college entrance requirements/services and supports Learn money management and independent living skills, such as cooking and laundry. Look at part-time job opportunities locally Look for social training/clubs/connections	

### 3. Matching Your Strengths, Preferences, and Interests with a Specific Occupation

Nate would like to train wolves as a career. Through an interview with a wolf trainer, this was identified as a physically-demanding job with hazards related to working outdoors and with wild animals. Of the thirteen job characteristics identified for training wolves, Nate currently possesses three of them (i.e., standing/walking for 5-6 hours, normal vision, normal hearing, and the ability to take direction from a supervisor). Additional job demands and working conditions include the ability to lift 30-60 pounds, working for a full day, using mechanical equipment safely, exposure to cold and dirty conditions, and responding to constructive criticism. To meet the requirements for being a wolf trainer, Nate will need to increase his strength and stamina, as well as learn to interpret and respond to constructive criticism.

**4. Work Preferences and Values Inventory--** from *Transition Planning Inventory, Informal Assessments for Transition Planning*; Nate completed and asked intermittent questions for clarification.

Nate identified two jobs that he might one day have that would interest him as: training animals (especially wolves) and working on special effects for movies.

He also identified the following work preferences: work outdoors; work with other people; work with your hands; be a boss yourself; use plans someone else has made; work in the country; enjoy your job (over make money at a job you don't like); have a job where you travel; work outside your home; be famous.

**5. Job-Related Interest and Preference Inventory—**from *Transition Planning Inventory, Informal Assessments for Transition Planning*; Questions were delivered in the form of an interview as well as shown in text.

Nate identified potential jobs for himself as: training animals, special effects, rescue operations, and helping people get to the hospital (helping others). He has some minimal experience with the "Mustang morning news" learning about special effects and computer

graphics. He took a class in 8<sup>th</sup> grade and learned Power Point. Also, Nate wants to train a dog to do tricks (wild animals preferred).

In terms of time of day, Nate would like to work during school hours eventually, as he enjoys sleeping in on the weekends and playing music on Saturday and Sunday.

When Nate completes his homework, he likes to sit in a quiet place and listen to rock music softly. Some noise when working is good, but not really loud. Prefers soft music playing in the work environment.

Nate does not want to work at McDonalds...he likes to eat there, but doesn't want to work in the food industry.

In terms of dressing for work, Nate is okay with wearing a uniform to work if necessary. Also, he is willing to dress up in nice clothes for work.

Nate wants to make 50K for 2-3 hours per work a day [note: Nate has little understanding of the concept of hourly work and pay/salary]

Favorite places in the community: guitar center, the mall (Galleria), and amusement parks

Favorite subjects at school: drama (acting/singing—was in Schoolhouse Rock play) and swimming.

**6. Personal Strengths—** from *Transition Planning Inventory, Informal Assessments for Transition Planning*; Nate completed and asked intermittent questions for clarification.

Nate completed a checklist of personal strengths. He identified the following personal strengths as best describing him. Emphasized personal strengths are noted in bold.

I'm easy to get along with.

**I like to help other people.**

I like to have a good time.

I stick with things until they get done.

I ask others for help when I need it.

I am good at many things.

**I'm energetic.**

I'm usually on time.

I'm a good friend.

I'm a good student.

**I'm musical.**

I'm good with words.

**7. Parents of Teenagers Survival Checklist—** from *Transition Planning Inventory, Informal Assessments for Transition Planning*; Nate's family completed checklist that quantified Nate's independent living skills in 17 domain areas (i.e., prepare cooked meals, comparison shopping, appliances, health, personal grooming).

In general, Nate has attained "some" independent living skills, but several areas were identified for improvement. These areas, and some examples of concrete skills to develop, are listed below.

- Prepare Cooked Meals (i.e., prepare a balanced diet for a day, prepare a meal with meats and vegetables);
- Comparison Shopping (i.e., purchase a week's supply of food within a budget, compare sizes and prices of goods, understand sales);
- Everyday Math (i.e., make change for one dollar and ten dollars, be able to measure things, budgeting);
- Reading (i.e., use a cookbook, use a telephone book, interpret monthly statements);
- Home Maintenance (i.e. mow the yard, trim walks, get a key made, clean a house, wash and iron clothing, contact landlord, understand cleaning fluids);

- Appliances (i.e., operate a clothes washer, a dryer, a lawn mower);
- Health (i.e., decide when to go to the doctor, use a thermometer);
- Communication (i.e., call collect, find emergency numbers, write a letter and a thank-you note, state an opinion backed by facts);
- Transportation (i.e., use public transportation, drive a car, change a tire, check the oil).

### **Summaries for each Transition Domain Area and Potential Transition Activities/Services**

#### **Postsecondary Education/Training**

The results of these transition assessments indicate that Nate and his family are interested planning for some form of postsecondary education and training (i.e., community college, vocational education and training, etc.). Nate and his family agree that with appropriate support, he can be successful. A critical need identified by the assessment process is the lack of knowledge about how to gain entry into postsecondary educational systems. Clearly, additional experiences and goals pertaining to this specific skill are needed. In addition, the TPI revealed that Nate does not yet possess the self-determination skills necessary to be an advocate in postsecondary settings (e.g., recognizing and accepting his strengths and limitations, decision making skills, etc.). This is a new area of need for Nate and one that will require immediate attention if he is to be successful in postsecondary and adult life. Two major career planning areas emerged from the transition assessment process (working with animals and working in the theater/movie industry, particularly related to special effects), both of which should be explored over the next year in terms of identifying potential future education and training needs.

#### **Potential Transition Activities/Services**

- ✓ Obtain necessary credit units for graduation
- ✓ Pass the state exit exam - Focus on purpose of the exit exam as just that and not as a diagnostic instrument to determine Nate's present level of performance
- ✓ Identify resources, services and programs at secondary (e.g., Career Center) and postsecondary settings (e.g., Transition Program)
- ✓ Develop self-advocacy and self-management skills necessary to effectively communicate at the secondary and postsecondary levels as well as with employers, friends, family members and the community at large.

#### **Career Development and Employment**

Nate is interested in career development and employment. He consistently identified interest areas of working with animals and working in the theater/movie industry in special effects. However, the school, family, and Nate all agreed that employment skills and experience appear to be an area of need, as Nate does not have a good understanding of job requirements and demands and doesn't feel capable of making informed choices. Furthermore, Nate doesn't feel like he knows how to get a job or has acquired general or specific job skills. Assessment results also indicated that Nate prefers a certain type of work environment to succeed (semi-quiet, during the weekdays, not food-related, with high

routine). Also, D Nate doesn't appear to have a good understanding of earning a wage from labor, and the true value of money.

While many areas of need were identified, the school interviews and person-centered planning process revealed that Nate does indeed have some excellent transferable skills that will help him succeed in the workplace. One teacher commented that Nate is recognized by peers as an exceptionally hard worker, while Nate himself commented, "I always finish what I start." Furthermore, the assessment process indicated that Nate will likely get along with people on the job, be a dedicated worker, and be helpful to co-workers and customers. However, it is difficult to prepare and be aware of Nate's future employment needs given his lack of work experience. It is strongly suggested that Nate have opportunities to develop the above critical skills prior to exiting secondary education. These skills are critical for a high-quality adult life.

### **Potential Transition Activities/Services**

- ✓ Gain needed employment skills (i.e. learn how to complete an employment application) and participate in work exploration activities, such as a situation work assessment.
- ✓ Participate in a summer work internship experience targeting areas of career interests such as, special effects or working with animals.
- ✓ Identify resources, services and supports tied specifically to Nate's expressed areas of occupational interest.

### **Independent Living & Community Participation**

The results of the Person-centered Planning meeting (see Appendix A) indicated that Nate envisions a full life for himself, complete with a home, activities, a job, travel, a car, and "maybe a girlfriend". However, he and his family have concerns about how well he will be able to take care of himself, explain himself, and develop a high quality adult life. Preparation for independent living and community participation is a critical area of need for Nate. While Nate is a highly capable young man, he needs to work on acquiring additional skills that are necessary for independent living (e.g., money management, use of local transportation or driving, locating community services and resources, and potentially daily living skills such as cooking, cleaning, and laundry). Furthermore, Nate and his family want him to be able to maintain high quality friendships and relationships with people in the community.

### **Potential Transition Activities/Services**

- ✓ Support Nate to study for and request appropriate accommodations to obtain his driver's license.
- ✓ Develop skills related to taking care of personal finances (e.g., budgeting for purchases and activities, establishing a checking account, paying a bill on a regular basis).
- ✓ Support Nate in developing daily care skills and independent living skills.
- ✓ Support Nate in developing high quality social connections with peers.

# Techniques and Resources for Developing an Individualized Transition Assessment Process

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## Introduction

As teachers, we are at times asked to incorporate new strategies and procedures into our work that seem to have an unclear meaning or purpose. As outlined in the first section of this guide, transition assessment as a process is arguably good for the students, and by following a process, it can be uncomplicated, not unreasonably time-consuming and acceptable in cost for what it provides to students and families. In this section, we share techniques and resources for developing an individualized transition assessment process.

## STEP 1: Know your Assessments

To provide an individual transition assessment process for students, it is important to first consider what you already know about the student and consider what you need to find out (e.g, vocational interests, self-determination skills, family preferences, cognitive strengths). Then, identify ways you can assist the student in learning unknown information as early as possible.

This Toolkit provides an overview of multiple transition assessments which can be considered a foundation for providing high quality assessment. Review the descriptions of each assessment and consider:

- ✓ Where do I get it?
- ✓ Who is it for?
- ✓ What does it assess?
- ✓ How is it administered?
- ✓ What might summary results look like?
- ✓ What transition activities/services might be identified based on the results?

Recognize how some of the transition assessments are appropriate for all students and some are specifically for students with developmental disabilities. Begin administering the assessments to students and reflect on the appropriateness and usefulness of each assessment. In a short period of time, you will have a good understanding of which assessments to use with each student, noting that each student will likely require a different set of assessments to address their transition interests and needs.

In addition to the assessments that are listed in this Toolkit, don't forget some of the transition assessment that you already do every day, such as interviews, behavioral observations, and situational assessments. Many times we know information about a student but can't articulate why we know it or where it came from. A structured interview is more than just two people talking—it is structured question-asking for a predetermined purpose. It also allows for probing unanticipated responses or for clarification. However, an unstructured interview may be



planned, partially planned, or completely spontaneous. Although it is usually conversational, it is still an opportunity for purposeful question-asking and should be documented within transition assessment results.

## STEP 2: Develop a Transition Plan

Because transition assessment is "the **ongoing process** of collecting data on the individual's **strengths, needs, preferences, and interests** as they relate to the demands of current and future **working, educational, living, and personal, and social environments**," and "assessment data serve as the common thread in the transition process and form the basis for defining goals and services to be included in the IEP" (Sitlington, 1996, Division of Career Development & Transition), it is important to have a plan! The *Transition Assessment Planning Form* helps you consider the domain areas of Employment, Postsecondary Education and Independent Living by answering the following questions for each area:

- What do we already know about the student?
- What do we need to learn about the student?
- How will we gather this information? (e.g., interview, observation, *Transition Planning Inventory*, futures planning)
- Who will gather the information? (e.g., transition specialist, school counselor, parent)
- When will the information be gathered? (e.g., Spring, Summer, annually, bi-annually, quarterly)

By using the form, you consider each component for assessment, in addition to answering what, how, who and when, which provides you with a Transition Assessment Plan. This plan can span more than one year. Some assessments could be given annually while some assessments might only be given once in high school, depending on the student.

### Transition Assessment Planning Form

1

Transition assessment is "the **ongoing process** of collecting data on the individual's **strengths, needs, preferences, and interests** as they relate to the demands of current and future **working, educational, living, and personal, and social environments**. Assessment data serve as the common thread in the transition process and form the basis for defining goals and services to be included in the IEP" (Sitlington, 1996, Division of Career Development & Transition)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Current and Future Employment			➤ Awareness & Preparation ➤ Work Strengths & Needs		
Areas of Assessment to Consider	What do we already know about the student?	What do we need to learn about the student?	How will we gather this information?	Who will gather the information?	When will the information be gathered?
Occupational Interests & Values					
Work Readiness/Prevocational Skills					
Work Aptitude in Occupations of Interest					
Assistive Technology Needs					
Preferred Work Environments					

Source: *Transition Assessment Planning Form*. Lawrence, KS: University of Kansas, Transition Coalition.

2

<b>Education and/or Training</b>			<ul style="list-style-type: none"> <li>&gt; Learning Styles &amp; Strengths</li> <li>&gt; Learning Needs &amp; Accommodations</li> <li>&gt; Postsecondary Awareness &amp; Preparation</li> </ul>		
<b>Areas of Assessment to Consider</b>	<b>What do we already know about the student?</b>	<b>What do we need to learn about the student?</b>	<b>How will you learn this information?</b>	<b>Who will gather the information?</b>	<b>When will the information be gathered?</b>
Academic Achievement					
Learning Styles					
Intelligence					
Accommodations that are Effective					
Communication (e.g., reading, writing, speaking, & listening)					

Source: *Transition Assessment Planning Form*. Lawrence, KS: University of Kansas, Transition Coalition.

3

<b>Independent Living</b>			<ul style="list-style-type: none"> <li>&gt; Self-Determination &amp; Self-Advocacy</li> <li>&gt; Living Support Strengths &amp; Needs</li> <li>&gt; Home Living &amp; Community Involvement</li> <li>&gt; Social and Emotional Growth</li> </ul>		
<b>Areas of Assessment to Consider</b>	<b>What do we already know about the student?</b>	<b>What do we need to learn about the student?</b>	<b>How will you learn this information?</b>	<b>Who will gather the information?</b>	<b>When will the information be gathered?</b>
Self-Awareness/ Self-Determination/ Self-Advocacy					
Money Management					
Home Living					
Recreation & Leisure Interests					
Transportation Options					
Community Participation & Personal Safety					
Medical & Health					
Social Skills/ Adaptive Behavior					

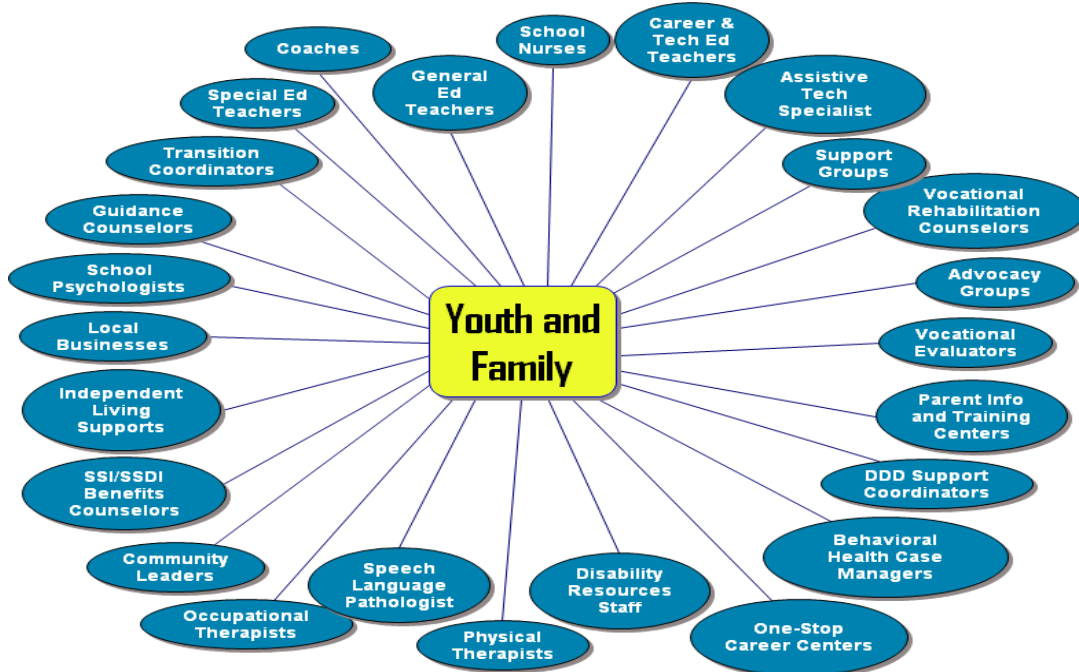
Source: *Transition Assessment Planning Form*. Lawrence, KS: University of Kansas, Transition Coalition.

### STEP 3: Obtain Data from Multiple Sources, particularly for Students with Significant Disabilities

It is important to obtain assessment data from multiple sources, particularly when you consider that the overall purposes of transition assessment are to:

- ✓ Identify students' interests and preferences
- ✓ Determine post-school goals and options
- ✓ Develop relevant learning experiences (instruction) and transition service needs
- ✓ Identify supports (linkages) needed to accomplish goals, and
- ✓ Evaluate instruction and supports.

While transition providers often believe that they are solely responsible for providing, interpreting and integrating assessment data, this is the responsibility and charge of the IEP team as a whole. The following individuals may play a large role in transition assessment:



For students with significant disabilities, multiple sources of data are critical for understanding fundamental information about a student, such as communication style and preferences. When providing transition assessment for a student with a significant disability, include a person that has a close relationship with that individual and has known him or her for a long time (e.g., parent or guardian). Listen carefully to this individual so that you can better understand and serve the student. Include extended family members as much as possible throughout the process.

**STEP 4: Using Assessment Data in IEP Planning**

To achieve effective use of assessment data, assessment results should be interpreted in functional terms, meaning that they should identify relevant aspects of transition including vocational goals, learning styles, problem solving, student ecologies and relationships between interests and aptitudes. As illustrated throughout the Toolkit, assessment results should be taken into consideration when planning the course of study and transition activities and services. Assessment results can also be used for much more than just developing IEP goals. Educators often use assessment information to modify and individualize educational programs and to facilitate instruction that is more relevant to each student.

One important technique for using assessment data in the IEP meeting is to have the student direct his/her IEP meeting by sharing assessment results in a systematic way. This strategy also increases parent attendance at the IEP meeting.

**11 Steps to a Self-Directed IEP**

1. Begin the meeting by stating the purpose.
2. Introduce everyone.
3. Review past goals and performance.
4. Ask for others' feedback.
5. State your school and transition goals.
6. Ask questions if you do not understand.
7. Deal with differences in opinion.
8. State what support you will need.
9. Summarize your goals.
10. Close the meeting by thanking everyone.
11. Work on IEP goals all year.

Martin, J.E.; Marshall, L.H., Maxson, L. & Jerman, P. (1996). *Self-directed IEP*. Longmont, CO: Sopris West.

**For more tools and resources on students leading their IEP meeting, including templates and video clips go to:** I'm Determined <http://www.imdetermined.org/>, sponsored by the Virginia Department of Education Self-Determination Project.

# Additional Free Transition Assessment Resources

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Gaumer Erickson, A.S. & Morningstar, M.E. (2011). *Online Assessments and Resources*. Lawrence, KS: University of KS, Transition Coalition.

**Transition Coalition** <http://www.transitioncoalition.org/transition/index.php>

- Environmental Job Assessment Measure  
[http://www.transitioncoalition.org/transition/tcfiles/files/docs/E-Jam\\_final1208291707.pdf/E-Jam\\_final.pdf](http://www.transitioncoalition.org/transition/tcfiles/files/docs/E-Jam_final1208291707.pdf/E-Jam_final.pdf)
- Vocational Summary  
[http://www.transitioncoalition.org/transition/file.php?path=files/docs/LPS\\_vocational\\_summary\\_form1210368141.pdf](http://www.transitioncoalition.org/transition/file.php?path=files/docs/LPS_vocational_summary_form1210368141.pdf)
- Vocational Attributes Summary  
[http://www.transitioncoalition.org/transition/tcfiles/files/docs/LPS\\_Attribute\\_Summary1214325496.pdf/LPS\\_Attribute\\_Summary.pdf](http://www.transitioncoalition.org/transition/tcfiles/files/docs/LPS_Attribute_Summary1214325496.pdf/LPS_Attribute_Summary.pdf)
- Planning for the Future  
[http://www.transitioncoalition.org/transition/file.php?path=files/docs/LPS\\_vocational\\_summary\\_form1210368141.pdf](http://www.transitioncoalition.org/transition/file.php?path=files/docs/LPS_vocational_summary_form1210368141.pdf)
- Parent Transition Survey  
[http://www.transitioncoalition.org/transition/file.php?path=files/docs/LPS\\_vocational\\_summary\\_form1210368141.pdf](http://www.transitioncoalition.org/transition/file.php?path=files/docs/LPS_vocational_summary_form1210368141.pdf)
- Middle School Portfolio  
<http://www.transitioncoalition.org/transition/tcfiles/files/docs/MSPortfolios1214275478.pdf/MSPortfolios.pdf> and Guide  
<http://www.transitioncoalition.org/transition/tcfiles/files/docs/MSGuide1214275537.pdf/MSGuide.pdf>
- Continuing Life's Journey Portfolio  
[http://www.transitioncoalition.org/transition/tcfiles/files/docs/transPortjuvenile\\_justice1214275610.pdf/transPortjuvenile\\_justice.pdf](http://www.transitioncoalition.org/transition/tcfiles/files/docs/transPortjuvenile_justice1214275610.pdf/transPortjuvenile_justice.pdf)
- All Kids Communicate  
[http://www.transitioncoalition.org/transition/tcfiles/files/docs/All\\_Kids\\_Communicate-with\\_tabs1258861243.pdf/All\\_Kids\\_Communicate-with\\_tabs.pdf](http://www.transitioncoalition.org/transition/tcfiles/files/docs/All_Kids_Communicate-with_tabs1258861243.pdf/All_Kids_Communicate-with_tabs.pdf)
- Employment Situational Assessment  
<http://www.transitioncoalition.org/transition/tcfiles/files/docs/situationalassessment1259892310.pdf/situationalassessment.pdf>
- Vocational Integration Index  
<http://www.transitioncoalition.org/transition/tcfiles/files/docs/VocIntegratinIndex1224259974.pdf/VocIntegratinIndex.pdf>
- Job Analysis Form  
<http://www.transitioncoalition.org/transition/tcfiles/files/docs/jobforms1224259407.pdf/jobforms.pdf>

- Employer Support Questionnaire

<http://www.transitioncoalition.org/transition/tcfiles/files/docs/employersupport1224259397.pdf/employersupport.pdf>

**Zarrow Center** <http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools.html>

- ARC Self-Determination Assessment <http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools/arc-self-determination-scale.html>
- Whose Future is it Anyway? <http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-education-materials/whos-future-is-it-anyway.html>

**NEFE High School Financial Planning Program**

<http://hsfpp.nefe.org/channels.cfm?chid=100&tid=1&deptid=14>

**I'm Determined**

[https://php.radford.edu/~imdetermined/index.php?option=com\\_content&view=article&id=11&Itemid=29](https://php.radford.edu/~imdetermined/index.php?option=com_content&view=article&id=11&Itemid=29)

- Writing My Present Levels
- Goal Plan Worksheet
- Goal Setting & Attainment

**Career Test** <http://assessments.careers.org/>

**Resume Review**

[http://www.careerbuilder.com/JobSeeker/Resumes/ResumeCritiqueLanding.aspx?sc\\_cmp2=JS\\_Nav\\_ResCrit](http://www.careerbuilder.com/JobSeeker/Resumes/ResumeCritiqueLanding.aspx?sc_cmp2=JS_Nav_ResCrit)

**The Occupation and Skill Computer Assisted Researcher (iOscar)** [www.ioscar.org](http://www.ioscar.org)

- Work Importance Locator
- Interest Profiler
- Interest Codes

**What do you like?** [www.bls.gov/k12/index.htm](http://www.bls.gov/k12/index.htm)

**Career Builder** [http://www.careerpath.com/career-tests/?utm\\_source=cbhome&utm\\_medium=ardrop&utm\\_content=careertests](http://www.careerpath.com/career-tests/?utm_source=cbhome&utm_medium=ardrop&utm_content=careertests)

- Career Planner Quiz & Report
- Color Career Counselor & Color Career Indicator
- Job Satisfaction Quiz
- Job Discovery Wizard

### **Mapping Your Future, Career Ship**

<http://www.mappingyourfuture.biz/planyourcareer/careership/>

- Match My Career Interests
- Review Careers by Cluster
- Career Search

### **Self-Directed Search (free online version)** <http://www.self-directed-search.com/browser.html>

- Daydreams
- Activities
- Competencies
- Occupations
- Self-Estimates

### **Career Kids** [www.careerkids.com](http://www.careerkids.com)

- Careers for Me (Spanish) <http://www.careerkids.com/documents/CFMJSpan.pdf>
- Careers for Me II (Spanish) <http://www.careerkids.com/documents/CFMIISpan.pdf>
- Careers Plus (Spanish) <http://www.careerkids.com/documents/CFMJSpan.pdf>
- Careers Video Tour Worksheet <http://www.careerkids.com/documents/CVT2wksht.pdf>
- Dropping Out is not An Options Worksheet  
<http://www.careerkids.com/documents/CKDONhandouts.pdf>
- Building Your First Resume <http://www.careerkids.com/documents/GJ2Wksheets.pdf>
- Looking & Applying for Jobs  
<http://www.careerkids.com/documents/GJ3Worksheets.pdf>
- Successful Interviews: <http://www.careerkids.com/documents/GJ4Worksheets.pdf>
- Keeping a Job & Money Management:  
<http://www.careerkids.com/documents/GJ5Worksheets1.pdf>
- Intro to Career Clusters  
<http://www.careerkids.com/documents/IntroCarClusterHandout.pdf>
- On Your Own, A Personal Finance Adventure <http://www.careerkids.com/free-downloads.html?PHPSESSID=b70ea4477cc02285b9a75158b206370e>

### **My Future Career Tools & Checklists** <http://www.myfuture.com/careers/tools-checklists/>

- Resume Builder
- Checklist: Tips for Successfully Wrapping up an Interview
- Checklist: Job Search

### **National Collaborative on Workforce & Disability** <http://www.ncwd-youth.info/>

- Making the Move to Managing your own Personal Assistance Services  
<http://www.ncwd-youth.info/sites/default/files/pas-toolkit-052610-print-final.pdf>
- 411 on Disability Disclosure <http://www.ncwd-youth.info/topic/disability-disclosure>
- Supporting Career Development of Youth with Learning Disabilities [http://www.ncwd-youth.info/sites/default/files/ld-guide\\_2.pdf](http://www.ncwd-youth.info/sites/default/files/ld-guide_2.pdf)



**Youthhood** <http://www.youthhood.org/>

- High School Life Map
- Job Center Life Map
- Community Center Life Map
- Hangout Life Map
- Health Clinic Life Map
- Apartment Life Map

**It's My Choice (Person-Centered Planning)**

[http://www.mnddc.org/extra/publications/choice/Its\\_My\\_Choice.pdf](http://www.mnddc.org/extra/publications/choice/Its_My_Choice.pdf)

**What is Your Learning Style** <http://www.ldpride.net/learning-style-test.html>

**A Life For Me** <http://www.alife4me.com/>

**Opening Doors to Employment** <http://dpi.wi.gov/sped/pdf/tranopndrs-employmt.pdf>

**Know How to Go (to College)** <http://www.knowhow2go.org/>

- College Quiz [http://knowhow2go.org/freshmen\\_quiz.php](http://knowhow2go.org/freshmen_quiz.php)
- College Preparation Checklists by Grade

**Dream It Do It** <http://www.dreamit-doit.com/content/toolkit/quiz.php>

- Dream Career Quiz
- Career Calculator

**National Secondary Transition Technical Assistance Center** <http://www.nsttac.org/>

- Employment Related Questions  
[http://www.nsttac.org/pdf/transition\\_guide/employment\\_relations\\_questions.pdf](http://www.nsttac.org/pdf/transition_guide/employment_relations_questions.pdf)
- Dream Sheet [http://www.nsttac.org/pdf/transition\\_guide/dreamsheet.pdf](http://www.nsttac.org/pdf/transition_guide/dreamsheet.pdf)
- Task Analysis 1 [http://www.nsttac.org/pdf/transition\\_guide/TA\\_work\\_area\\_3\\_.pdf](http://www.nsttac.org/pdf/transition_guide/TA_work_area_3_.pdf)
- Task Analysis 2 [http://www.nsttac.org/pdf/transition\\_guide/TA%20Graph%203\\_.pdf](http://www.nsttac.org/pdf/transition_guide/TA%20Graph%203_.pdf)

**Online Portfolio** [http://www.rockingham.k12.va.us/rcps\\_sped/SVRP/Transition-Portfolio.htm](http://www.rockingham.k12.va.us/rcps_sped/SVRP/Transition-Portfolio.htm)

- Academic Self-Advocacy Questionnaire
- Accommodations Questionnaire and Independent Living Skills Questionnaire
- Anticipated Course of Study Planning Guide
- Community-Based Instruction Activity Record
- Computer-Based Career Exploration Record
- Learning Styles Questionnaire and Self-Advocacy Questionnaire
- Volunteer Work Record and Work Experience Record

**Employer Evaluation** <http://www.tbactc.org/student-services/Employer%20Evaluation%20Form.pdf>

## **Employer Evaluation**

[http://careercenter.nd.edu/assets/15270/employer\\_internship\\_development\\_guide.pdf](http://careercenter.nd.edu/assets/15270/employer_internship_development_guide.pdf)

## **Iowa Transition Assessment Tools**

<http://www.aea11.k12.ia.us/pareduc/Transition%20Services.html>

- Interest & Aptitudes  
<http://www.aea11.k12.ia.us/pareduc/Transition/interests%20talents%20and%20aptitudes.pdf>
- Independent Living Interview  
<http://www.transitionassessment.northcentralrrc.org/Resources/Indep.%20Living%20Assessment%20Instrument%20Cell7.pdf>
- School & Community Social Skills Checklist  
<http://www.transitionassessment.northcentralrrc.org/Resources/School-Comm.%20Social%20Skills%20Rating%20Checklist%20Cell%207.pdf>
- Job Interests <http://www.aea11.k12.ia.us/pareduc/Transition/Job%20Interests.pdf>
- Junior High Questionnaire  
<http://www.aea11.k12.ia.us/pareduc/Transition/Jr%20High%20Questionnaire.pdf>
- Life Competencies  
<http://www.aea11.k12.ia.us/pareduc/Transition/Life%20Competencies.pdf>
- Occupational Values  
<http://www.aea11.k12.ia.us/pareduc/Transition/Occupational%20Values.pdf>
- Parent Preferences  
<http://www.aea11.k12.ia.us/pareduc/Transition/Parent%20Preferences.pdf>
- Parent Questionnaire  
<http://www.aea11.k12.ia.us/pareduc/Transition/Parent%20Questionnaire.pdf>
- Parent/Guardian Survey <http://www.aea11.k12.ia.us/pareduc/Transition/Parent-Guardian%20Survey.pdf>
- Personal Preferences Sheet  
<http://www.aea11.k12.ia.us/pareduc/Transition/Personal%20Preference%20Sheet.pdf>
- Student Interview  
<http://www.aea11.k12.ia.us/pareduc/Transition/Student%20Interview.pdf>
- Student Questions  
<http://www.aea11.k12.ia.us/pareduc/Transition/Student%20Questions.pdf>
- Work-Related Rating Sheet  
<http://www.aea11.k12.ia.us/pareduc/Transition/Student%20Questions.pdf>

**I Tran (for students that are deaf or hard of hearing)** <http://itransition.pepnet.org/>

## **DVC Learning Styles Survey for College**

[http://www.metamath.com/multiple/multiple\\_choice\\_questions.html](http://www.metamath.com/multiple/multiple_choice_questions.html)

**Idaho Transition Binder** <http://itcnew.idahotc.com/DNN/Portals/5/documents/TransBinder03-18-08.pdf>

Noonan, P.M. & Gaumer Erickson, A.S. (2012). *Transition Assessment Toolkit*. Washington, DC: District of Columbia Office of the State Superintendent.