



WorkAbility

5325 Garfield Avenue, Sacramento, California 95841
 Phone (916)-979-8610 or (916) 971-7586 Fax (916) 979-8612 or (916) 331-1634



WORK EXPERIENCE - SUMMARY REPORT

STUDENT: _____ GRADE: ____ SCHOOL: _____ CASE MANAGER: _____

SUMMARY PREPARED BY: _____ title: _____ Date of summary: _____

Location of most recent work experience: _____

Employment status (mark one): VTE (unpaid) ____ WorkAbility Paid ____ DOR Paid ____ Employer Paid ____
(Vocational Training Education) *(Department of Rehabilitation)*

Type of training / work _____

Attachments: ____ archival report of paid work experiences ____ most recent performance evaluation

TRANSITION SERVICES CHECK-LIST

I. School-Based Preparatory Experiences: Elements that are commonly part of the school curriculum &/or educational delivery system.	PROVIDED BY: WorkAbility	PROVIDED BY: Special Ed.	PROVIDED BY: General Ed.
1. Career/Vocational Assessments: career & transition assessments to help student identify school & post-school career interests & goals (formal & informal assessments including authentic assessments (portfolios).			
2. Employment/Post-Secondary Education Planning: Assist students to understand the career decision-making process that culminates with their personal career / educational plan & provision of transition-related guidance including exploration of post-secondary options. Use interests to develop course of study.			
3. Curriculum Integration of Work-Readiness Skills/ Contextual Learning: Teach common core college & career readiness standards in the context of their application to career development & work-readiness/soft skills.			
4. Career/Vocational Education: General education CTE classes, Pathways & elective classes in course of study that provide an introduction to job skills & technical training & prepare students for post-secondary outcomes.			
II. Career Preparation & Work Based Learning Experiences: Activities, learning experiences or strategies to increase career awareness, provide students with work-readiness skills & connect the classroom to work.	PROVIDED BY: WorkAbility	PROVIDED BY: Special Ed.	PROVIDED BY: General Ed.
5. Career Awareness / Exploration Activities: opportunities to engage in activities that increase knowledge of career options (eg. career fairs, tours, job shadowing & use of technology to explore choices). Enhance informed decision-making.			
6. Career Preparation/Job Search: support to Improve job readiness - work-place skills (soft skills, 21 st Century Skills, SCANS skills). Provide training on how to seek & obtain employment through application, interview, resume, portfolio, use of labor market information; training to utilize social media responsibly to search & apply for employment opportunities.			
7. Work-Based Learning: participates in classroom & community based experiences that develop job skills through internships, service learning, workplace mentoring experiences & earning entry job certifications / permits (eg: food handler's permit, forklift operations permit).			



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STUDENT:



II. continued Career Preparation & Work Based Learning Experiences: Activities, learning experiences or strategies to increase career awareness, provide students with work-readiness skills & connect the classroom to work.	PROVIDED BY: WorkAbility	PROVIDED BY: Special Ed.	PROVIDED BY: General Ed.
8. Job Development: actively investigate and provide employment opportunities for students.			
9. Employment / Work Experience: provide on-the-job training experiences that link to school credit.			
10. Job Retention: provide training on maintaining, upgrading, leaving employment.			
11. Work-Site Mentor/ Supervisor: work with jobsite to identify & train an employee to be a natural support at the worksite.			
12. Job Coach: Include training & support of a student's work site skills in a work experience or employer-paid placement (either on or off the job).			
13. Work-Site Follow-Along/ Employer Communication: Establish routine contact with employer to evaluate, troubleshoot & coach student & monitor work training plan.			
III. Youth Development & Leadership: Engage youth in the process of developing self-advocacy & self-determination skills that apply to the classroom & the community. Collaboration: Link students with community agencies that provide support for transition after they leave high school	PROVIDED BY: WorkAbility	PROVIDED BY: Special Ed.	PROVIDED BY: General Ed.
14. Self-Advocacy/ Disability Awareness: Provide training to find, formally request & secure appropriate supports & reasonable accommodations in education, training & employment settings. Resource: Job Accommodation Network (JAN)			
15. Youth Leadership: Provide training in self-advocacy & conflict resolution. Opportunities to develop & demonstrate team & leadership skills			
16. Destination / Transportation Training: Provide training to use transportation resources to support independence including public transportation & support in obtaining driver's license.			
17. Life Skills/Independent Living: Provide training in the use of community resources, domestic skills, money management, finding & maintaining housing, identification of post-school support. Includes benefits planning			
18. Family Participation & Support of Transition: Involve, train parents/family & supportive adults to support & mentor youth as they transition. Includes knowledge of disabilities, accommodations, rights & access to programs & services.			
19. Partnership & Collaboration: facilitate student's connection to post-school support agencies			