

## **Student Transition Plan (STP) 2008-2009**

### **Duties of Transition Coordinator**

1. Keeping electronic files updated weekly with incoming students and students who have exited.
2. Talks with each student about their transition goals and plans which will be discussed at their individual IEP Meeting.
3. Attends IEP Meetings where the transition plans are again discussed.
4. Helps advisory teachers effectively implement and manage the ILP (Individual Learning Plan) and monitors students' completion status.
5. Attends group advisory sessions each week during the year to discuss transition and future goals and plans with the students.
6. Attends Treatment Team Meetings with Treatment Staff to gain information on which students are soon to exit the facility.
7. Talks with each individual student within 7 days of exit to offer support, give them a small token as a reminder of our continuum of care, a business card encouraging them to keep in contact with us which includes national hot-line help numbers and a personal farewell letter.
8. Makes phone contact to the receiving school in order to assure a good reception and mentoring in the new school.
8. Meets with Transitional Living students and graduates prior to graduation and revisits the transition plan from our initial meeting.
9. Contacts the Youth Service Center at the High School student is transitioning to in order to assure that they will be mentored and guided in their new setting.
10. Contacts the social worker to discuss the students exit and see if there are areas of concern regarding the students transition..
11. Continues to try and contact the student or a family member periodically if the student has graduated H.S.

We endeavor to stay in touch with our youth for 6 months following exit to make sure they are well or to see if they need further help.

Record requests (receiving and sending) are handled through the counselor's office.