

January 25, 2007

TO: Building Principals  
FR: Dr. Victoria Sartorio, ESE Director  
Allman Todd, ESE High School Coordinator  
RE: *Transition Tool Box*

Through the IDEA, Part B, Grant the Exceptional Student Education Department and Sharing the Commitment, the ESE Advisory, were able to prepare a *Transition Tool Box* for your school. The purpose of *transition* is to create a plan of action, prior to a student's exit from school that ensures seamless and successful movement from school to post school life. This plan gets formalized via the student's IEP on or before the IEP during which the student turns 14 years of age. This *Transition Tool Box* will assist staff and parents in understanding the three major components of *transition*: comprehensive planning based on assessment, the implementation of the plan (IEP), and the ongoing coordination between the school and postsecondary agencies who will likely provide post secondary services to our students.

Thank you for your dedication and commitment to providing quality educational opportunities to all students.

Approved: \_\_\_\_\_  
Dr. Cynthia M. Janssen, Chief Academic Officer Date