



Phase 3: Owning

The purpose of this “phase” is to guide students through the process of identifying and writing their own Postsecondary goals. Students also assess their Transition readiness, create a list of important tasks, and develop a timeline for completing those tasks.

Sample Phase 3 Activity:

In the “Transition Checklist and Timeline” activity, students identify important Transition tasks that need to be completed to reach their education/training, employment, and independent living goals. In addition, students create a timeline for when the necessary tasks will need to be completed. This activity also guides students to take ownership for their future by monitoring progress towards reaching their postsecondary goals– **see the sample activity below.**

Activity 1

Identifying Important Transition Tasks and Timelines

(Part 1 of 2)



Inez Information

Since you've already developed a list of Postsecondary Goals the next important step will be to identify tasks (Part 1) you're going to complete to reach your goals for education, employment, and independent living. Once you've identified the necessary tasks, you'll also complete a timeline (Part 2) to reach those goals.



Tim Task

The purpose of this activity to help you create a list of tasks you'll need to do and a timeline to complete them. If you need help with the checklist tasks, please ask a teacher, parent, or Guidance Counselor for help.

Review the directions below because the directions are not listed on the actual "Transition Task Checklist" due to the amount of information & size of the pages.

Step 1: Read the steps below. Then, go to pages 204-205 and review them before you begin.

Step 2: As you review the tasks on the activity, you'll notice two columns labeled as:

Sel. – Is an abbreviation for the word "selected". If you see an "X" in that column it means that you will be completing that task in the next unit. You will also have the option of placing an "X" next to any task that you feel you'll need to complete to help you make a successful transition to adult life.

Met – means that you'll place an "X" in that column when you've completed the task.

Note 1 - *If you do not plan to attend a four year college, community college, or trade school, you can skip the "Education" section and complete the "Employment" and "Independent Living" task list.*

Note 2 - *If you do not plan to join the military, you do not have to complete any of the tasks in the "Military" section.*

Note 3 - *You will notice some "empty spaces" in each section, which are there in case you need to write any extra tasks that apply to your situation or plans.*

Step 3: After you review the tasks on the activity, you can begin selecting the tasks that you feel you'll need to complete by placing an "X" next to the items under the "Sel." column. **If you're not sure whether you need to complete a task in a section, please ask your teacher, parent, or Guidance Counselor for help on where to find the info.**

Note 1: *At the bottom of page 205, you will notice a section for "Readiness Skills". You can use this section to track your progress on the three groups of skills that you committed to Improving on page 133.*



Renee Reminder

We want to make sure you are clear about of the sections you will complete in this activity. Make sure you complete the sections on the next two pages based on the information below that best matches your Postsecondary Goals, which you created in the activity on page 107.

If you plan to attend a four year college, community college, or trade school after you graduate or complete the program, you will need to complete the following sections:

- Education
 - Employment
 - Independent Living
 - Readiness Skills
-

If you plan to get a job that could be a possible career after your graduate or complete the program – you will need to complete the following sections:

- Employment
 - Independent Living
 - Readiness Skills
-

If you plan to join the military after you graduate or complete the program, you will need to complete the following sections:

- Employment
 - Military
 - Independent Living
 - Readiness Skills
-

If you need help with deciding which tasks you need to complete, please remember to ask a teacher, parent, or Guidance Counselor for help or advice on where to find the information.

Transition Task Checklist

Name: _____

Page 1 of 2

Education Tasks		Options		Calendar - Tracks Two Years Starting in September																											
Page	Sel.	Met	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				
HS Graduation & College Entrance																															
Check credits for graduation	215	X						X										X													
Review your postsecondary goals	216	X		X	X	X			X					X		X	X	X													
Research your school options	217	X																													
School entrance requirements	218	X																													
Scheduling & signing up for ACT/SAT	219																														
Preparing for ACT or SAT	220																														
Getting ACT/SAT accommodations	221																														
Visit one or more schools (Part 1)	222	X																													
Visit one or more schools (Part 2)	223	X																													
Complete applications	224	X																													
Learn about ADA and Section 504	225																														
Paying for Post H.S Education																															
Determine the cost of schools (Part 1)	226	X																													
Determine the cost of schools (Part 2)	227	X																													
Complete the FAFSA application	228																														
Research scholarships and loans	229																														

Employment Tasks		Options		Calendar - Tracks Two Years Starting in September																											
Page	Sel.	Met	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				
Still in school																															
Check credits for graduation	233	X						X										X													
Review your postsecondary goals	234	X		X	X	X			X					X		X	X	X													
Participate in work experience	235																														
Take courses to improve your resume	236																														
Commit to getting better grades	237																														
Volunteer in the community	238																														
Develop a back-up employment plan	239	X																													
Getting hired																															
Prepare a cover letter	240	X																													
Prepare a list of references	241	X																													
Develop a quality resume	242	X																													
Practice interviewing effectively	243	X																													
Find jobs and complete applications	244	X																													
Develop an employment game plan	245	X																													
Learn about ADA and Section 504	246	X																													

Military*		Options		Calendar - Tracks Two Years Starting in September																											
Page	Sel.	Met	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				
Investigate the different branches*	247																														
Meet with a recruiter & take ASVAB*	248																														

*If you're not choosing to join the military, please skip the "Military" section

Activity 1

Identifying Important Transition Tasks and Timelines

(Part 2 of 2)



Inez Information

At this point, you should have already decided which sections and tasks that you'll be completing to help you make a successful transition. The next step is to focus on creating a timeline or calendar, that will help you to keep track of the tasks you are doing and when they need to be completed.



Tim Task

For this part of activity, you will be using the "Transition Checklist" activity you were just working on, which is located on pages 204-205.

Review the directions below because there are no directions on the actual "Transition Task Checklist" due to the size of the pages. If you need help creating your timeline, please ask a teacher, parent, or Guidance Counselor for help.

Step 1: Once you read Step 2, then go back to pages 204-205 and complete the task below.

Step 2: Look at each task that has an "X" in the "Sel." column. The next step is to create a timeline for when you will need to complete each task. In the section of the checklist labeled "Calendar – Tracks Two Years Starting in September", you will see a series of columns with one letter in them. Each of those letters is the first letter of the months on the calendar. This calendar covers two years and starts in September.

What you will need to do to complete this activity:

Your job is to place an "X" in the column of the month that you feel you will need to complete each task that you have selected in the "Sel." column.

Note 1 – *In some of the columns on the calendar section, you will see that some tasks already have an "X" place for specific months. This means that those tasks will need to be completed in that month. Also, you will see some tasks that have these marks > < in several months, which means that you will need to complete those tasks between those months.*

Note 2: *If you aren't sure when the tasks you've selected need to be completed please ask a teacher, parent, or Guidance Counselor for help.*

Download a Program Summary PDF (*includes sample activities, assessments, and tasks*):



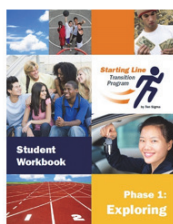
Click Here to Receive Your Free Starting Line Summary PDF Which Includes:

- *Transition Assessments*
- *Transition Activities*
- *Transition Tasks*

How to Begin the Starting Line Program:

This program is designed to be used as a Four Year Program or as a condensed version called the **Fast Track**. Students or young adults with Mild to Moderate disabilities (who are likely to live independently as adults) will benefit tremendously from this program.

- **Four Year Program:** To begin the program with your current freshman, purchase one Phase 1 workbook for each freshman. Over the next three years, purchase Phases 2, 3, and 4 workbooks as your current freshmen move through high school.
- **Fast Track:** To begin the program with your current sophomores, juniors, and seniors, purchase one **Fast Track workbook** for each student, which is the only workbook they will need. The **Fast Track** can also be used in programs for 18 to 22 year olds, alternative programs, and correctional institutions.



Click Here to Order Phase 1 Workbooks



Order Now



Click Here to Order Fast Track Workbooks



Order Now

Review All Four Phases:

<http://tensigma.org/starting-line-transition-program>

Have Questions:

- Contact (800) 657-3815
- Email – info@tensigma.org