

Student Transition Planning Tool (STPT)

****This form is only used by the facilities.**

As stated in the Montana Department of Education ESSA Plan (2017), this tool is to be used for long term students (at least 90 days) located within any facility receiving Title I-D funds (directly or indirectly). The tool should be completed within the first 30 days of a student's placement and is to be completed in collaboration with the student, his/her family, program personnel, and representatives from other involved entities (as appropriate). Once the STPT is completed, program personnel are responsible for implementing the plan, monitoring the student's progress, and revising this document to align with any changes in circumstances. Once a student is preparing to transition out of the facility, an updated STPT will be created, this should occur 30 to 60 days prior to the completion of the long-term stay. The updated STPT will outline clear transition action steps, goals and strategies relating to independent living, employment, education, and community participation for the student. The updated STPT will also summarize the student's academic progress as well as short- and long-term goals related to the student's graduation requirements, post-secondary education and/or career technical education, or employment goals. Lastly, a list of programs and/ or supports for educational/vocational/general-living assistance should be supplied to the student prior to release from the program.

Draft of Student Transition Planning Tool:

First Draft (within first 30 days) _____ ***Updated Draft (Anytime)*** _____

Final Draft (30 to 60 days prior to program completion) _____

BASIC INFORMATION

Case Manager/Interviewer: _____ Date: _____

Student's Name: _____ DOB _____ Age _____

Gender: _____ F _____ M _____ other _____

Race: __Asian__ African Am. __Am. Indian__ Pac. Island __Hispanic__ White __Multi Race

Limited English Proficiency _____ Yes _____ No

Primary Language: _____

EDUCATIONAL HISTORY

Last Grade Completed: ___ Less than Grade 5 ___ Grades 5-6 ___ Grades 7-8 ___ Grades 9-11

___ Grade 12 ___ high school equivalency (HSE) ___ Some College

School Status: ___ Attended school regularly ___ Attended school irregularly
___ Suspended ___ Expelled

___ Graduated ___ Obtained high school equivalency (HSE)_

___ Dropped Out Individual Education Plan (IEP): ___ Yes ___ No

504: ___ Yes ___ No

If YES, when was IEP/504 last reviewed: ___

Is the student credit deficient ___ Yes ___ No If YES, how many credits have been earned _____

STUDENT’S INTERESTS AND ACADEMIC GOALS

Is the student interested in graduating high school ___ Yes ___ No

Obtaining HiSet ___ Yes ___ No

Attending College ___ Yes ___ No

Interested in going into the military ___ Yes ___ No

Tech/trade school interests: ___ Yes ___ No

What are the student’s specific academic/vocational interests?

EDUCATIONAL SUPPORT PLANNING

What specific action steps will be taken to support the student toward academic/vocational progress?

Summarize the student's **short-term** goals related to graduation, post-secondary education and/or career technical education, or other employment goals:

Summarize the student's **long-term** goals related to graduation, post-secondary education and/or career technical education, or other employment goals:

List program personnel who will be responsible for helping to implementing this plan, monitoring the student's progress, and revising it accordingly to align with any change in circumstances?

TRANSITION OUT OF FACILITY (Final Transition Plan Only)

Summarize the student's **academic progress** while in the program:

Outline **clear transition action steps**, goals and/or strategies relating to independent living, employment, education, and/or community participation that will help to support the student after the completion of the program.

List additional **programs and/or supports** that the student can access for more assistance after completion of the program:

Attendees:

Print the name of the person who completed this form:

Signature of the person who completed this form:
