

Career and Technology Programs Checklist

ENROLLMENT OF SPECIAL EDUCATION STUDENTS

Prior to the scheduled IEP Meeting:

- ❑ Review results of career counseling, vocational assessments, career portfolios, interest inventories, and family questionnaires
- ❑ After identifying career cluster or area of interest, download the standards and competency profiles from the Vocational-Technical Educational web site (<http://www.state.tn.us.education/vecurr.htm>)
- ❑ Review each competency with the student and determine if this matches student's interest and ability.
- ❑ Determine if student will be able to master 50% of the competencies with modifications, if not, this may not be the appropriate placement.
- ❑ Check prerequisites for the course of study.
- ❑ Invite a representative from the C&T program to the students' IEP meeting. This may be a teacher, guidance counselor, or principal. Document in writing who was invited to the meeting.

Prepare the Packet for Individualized Education Program (IEP) Transition Meeting:

- ❑ Career and Technology Program Form (EASYIEP on main menu page)
- ❑ Vocational Student Information Sheet (EASYIEP on Student document page)
- ❑ Career and Technology Programs Checklist - Enrollment of Special Education Students (EASYIEP on main menu)
- ❑ Vocational-Technical Competency Profiles (Vocational-Technical web site)*
- ❑ A copy of Easy IEP at a Glance (Easy IEP)

Special Education teachers should give copies of the following to the Career and Technology representative after the IEP meeting:

- ❑ Career and Technology Program Form (EASYIEP on main menu page)
- ❑ Vocational Student Information Sheet (EASYIEP on student document page)
- ❑ Vocational-Technical Competency Profiles (Vocational Technical web site)
- ❑ A copy of Easy IEP at a Glance (Easy IEP)

On-Going Collaboration between Special Education Teachers and Career and Technology Instructors:

- ❑ Maintain communication between the home school and C&T Center.
- ❑ Notify the Career and Technology teacher of any IEP meetings throughout the year.
- ❑ The special education teacher should observe the student at least once per semester.
- ❑ Career and Technology teacher notifies special education teacher of any concerns or problems.