**VR-YTP REFERRAL CHECKLIST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School: |  | | | | | | |
| YTP Specialist: | | |  | | | Phone: |  |
| Student Name: | | |  | | | | |
| Birthdate: | |  | | Grade: |  | Phone: |  |
|  | | | | | | | |
| Diploma Type | | | Regular  Modified  GED Certificate of Completion  Extended  No Diploma | | | | |
| SPED Eligibility | | | IEP  504 Certificate of Completion | | | | |

**IMPORTANT** If student is under 18 years old, a parent or legal guardian must attend the intake. If the student has a legal guardian, please provide guardianship papers.

**Completed Pre-ETS documentation**

**Completed Service Questionnaire**  
It would be best to allow the student to fill out the questionnaire as they are able (with assistance) in their own handwriting as this helps in understanding skills and abilities.

**Release of Information**Release of information needs to be filled out and signed by parent if student is under 18.

**ID**Student ID is required for application. See attached ID requirements. Common ID used are Student ID (student body card), Permit, ODL, Social Security card, Birth Certificate.   
\*\*Social Security **number** is required for an application to be taken.

**Completed Employment Focused Transition Services, Potential Barriers to Employment**   
This form can be completed by SPED teacher or SPED director

**Psychoeducational evaluations from SPED file**  
 **Most recent IEP or 504**  
If 504 – copy of medical records on file.

**Please make 3 packets of this information, one for the student, one for the VRC and one for you, the Transition Specialist for your files files.**

**VRC MUST RECEIVE REFERRAL, CHECKLIST AND DOCUMENTS PRIOR TO INTAKE BEING SCHEDULED**