**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**