Okay, there are a few things you’ll want to make sure you know right from the beginning, so we’ll start there.

* My TAP’s Name:
	+ Phone:
	+ Email:
* My TNF’s (Transition Network Facilitator) Name:
	+ Phone:
	+ Email:
* My School Secretary’s Name:
	+ Phone
	+ Email
* My Supervising Administrator’s Name:
	+ Phone:
	+ Email:
* My Office Location:
	+ Keys
	+ Phone
	+ Computer

Now let the fun begin!

* Snap a photo with your VR Counselor, at their office
* On a map, highlight the route from the school/s you are serving to the VR office using public transportation, if available
* Locate and screenshot your district’s policy on driving students in your personal vehicle
* Grab a snapshot of the three locations where you will first attempt to develop internships or jobs
* Get the business card of at least one County DD (Developmental Disabilities) Caseworker
* On a map, star your local resources: Public Library, Banks, VR Office, DD Office, Social Security Office, Teen Health Clinic (if available), major / potential employers, post-secondary training facilities (trades, technical schools, colleges, universities, other YTP sites, etc.), Independent Living Resources Office
* Snap a photo of a site visit to another YTP site and/or lunch shared with another YTP Transition Specialist