  **Prior to your IEP Meeting**

* Either at school with the help of your IEP case manager OR at home with your parent, create a PTP prior to the meeting using the PTP Demo site. <http://www2.dpi.state.wi.us/PTPDemo/Pages/DistrictMenu.aspx>
* Review Career Clusters/Pathways/Careers: <http://sped.dpi.wi.gov/files/sped/pdf/spp13-ptp-career-cluster.pdf>
* Preview the Learn More buttons in each step of the PTP, there are useful resource links for each step
* Review the Parent and Student Guide to the PTP at this link: <http://sped.dpi.wi.gov/files/sped/pdf/spp13-ptp-parentyouth-guide.pdf>
* Review the agenda/outline for a PTP LIVE IEP:
	1. Introductions and purpose of the meeting
	2. Student-led description:
		+ who am I,
		+ likes and hobbies,
		+ what classes am I in,
		+ extracurricular,
		+ what is my disability and what do I need to get my disability related needs met in school,
		+ current job/experiences,
		+ what I hope to do in the future/my long term goals – this can lead to the PTP and transition planning that needs to take place
* Bring along your copy of the PTP you created on the Demo Site
	1. Check in with parents and teachers on compliments and concerns
	2. PTP: incorporate the Present Level after post-secondary goals
	3. Develop annual goals based on current discussion and past performance (review last year’s goals and progress)
	4. Complete remaining pertinent sections – accommodations, related services, etc.
	5. Feedback on format of IEP using PTP LIVE IEP
		+ You can submit your feedback here: <http://preview.tinyurl.com/PTP-Feedback-Google-Form>
		+ OR Fill out the copy provided and return it to your IEP Case Manager

THANK YOU from the Transition Improvement Grant team!