  **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!