

Your Transition Care Notebook

This notebook is intended to assist you with planning for your future. Consider where you will live, work, go to school to get additional training, and how you will live independently. There are several sections with specific information to help you prepare. Additionally, listed below are a suggested set of items you may want to include in your notebook so you will always have them handy when needed.

Items to Keep in Your Notebook

From Your School

- Transition Assessment Results
- High School Transcript
- List of the accommodations that the student needs to be successful
- Individualized Education Program (IEP)
- Summary of Performance (SOP)

From Work Experiences/Employers

- Letters of Recommendation
- Tax Return/Pay Stubs
- Job Evaluations (even those from work study in high school)
- Completed W-4
- Completion of a job application

From State Agencies/Service Providers

- SSA Letter and SSA Award Letter
- Documentation of contact with the local Vocational Rehabilitation counselor
- Individualized Plan for Employment (IPE)

Other

- College Transcript
- College/school applications, dates applied, scholarships applied, essays written (see sample)
- Driver's License/Picture ID
- Resume
- Results of the Armed Services Vocational Aptitude Battery(ASVAB)
- ACT Scores
- Example FAFSA
- Oklahoma Promise Documentation (OHLAP)
- Proof of registering to vote
- Proof of registering for selective service for males age 18
- Any Health Records

- Insurance Provider information
- Copy of your medical insurance card
- Copy of your immunization shot record