Process for when Student Input within the Age-Appropriate Transition Assessment <mark>cannot be updated</mark>:

1. Case manager makes and documents three attempts (over different days and different times of the day) to complete an Age-Appropriate Transition Assessment document.
2. On a new blank document complete the following:
   - The entire **Student Data** section
   - Document the three (3) attempted dates in the **"Review of previous Age-Appropriate Transition Assessment and Assessment Tool"** section of the new blank document, along with the name of the teacher who completed the attempts
   - After completing a record review of the last completed Age-Appropriate Transition Assessment, in the **Teacher Input** section of the new blank document state that a record review was completed, the year of the reviewed document, and the student careers goals listed on the reviewed document
   - All other sections of the new blank document do not need to be completed
   - Once the required sections of the new blank document are completed, upload to the document repository
3. During CSE Meeting: Discuss the **record review with the team** to ensure information is accurate to the best of your knowledge.
4. ***In the IEP draft, under the evaluations/reports section, enter the date of the last completed Age-Appropriate Transition Assessment which was referenced during the record review***

   *In the comments text box state:

   "Multiple attempts to complete an updated age-appropriate transition assessment were made on _____, _____ and _____. Due to student attendance, attempts were unsuccessful therefore; a record review was completed on _____.
   - **Example of documented dates:**
     - Meeting date 1/7/2025
     - Attempts to complete an Age-Appropriate Transition Assessment made on 11/3/2024, 11/29/2024, and 12/15/2024. These dates should be recorded on the front page of the new blank Age-Appropriate Transition Assessment in the "Review of previous Age-Appropriate Transition Assessment

and Assessment Tool" section and in the evaluations/reports comments text box of the IEP draft

  - ○ Record Review of the document dated 11/15/2023. This date should be recorded in the evaluations/reports section of the IEP draft.

Present Levels:

In the Academic Present Level's add the "Career/Vocational/Transition" box to the IEP and include the following statement:

"Multiple attempts were unsuccessfully made to update the age-appropriate transition assessment. The information reflected in the IEP is based off of previous Age-Appropriate Transition Assessment."

Post-Secondary Goals:

Do not update MPSGs **UNLESS** they are noncompliant (based on transition in the IEP guidance document).

Process for when an Initial Age-Appropriate Transition Assessment <mark>cannot be completed</mark>:

1. Case manager makes and documents three attempts (over different days and different times of the day) to complete an Age-Appropriate Transition Assessment document.
2. On a new blank document complete the following:
   - The entire **Student Data** section
   - Document the three (3) attempted dates in the **"Review of previous Age-Appropriate Transition Assessment and Assessment Tool"** section of the new blank document, along with the name of the teacher who completed the attempts
3. Upload the document to the document repository.
4. ***In the IEP draft, under the evaluations/reports section, enter the date of the last (final) attempt to reach the student for an Age-Appropriate Transition Assessment to be completed*
   *In the comments text box state:
   > *"Multiple attempts to complete an age-appropriate transition assessment were made on _____, _____ and _____. Due to student attendance, attempts were unsuccessful therefore; an initial age-appropriate transition assessment was not completed.*
   > - **Example of documented dates:**
   >   - ○ Meeting date 1/7/2025

- Attempts to complete an Age-Appropriate Transition Assessment made on 11/3/2024, 11/29/2024, and 12/15/2024. These dates should be recorded on the front page of the new blank Age-Appropriate Transition Assessment in the "Review of previous Age-Appropriate Transition Assessment and Assessment Tool" section and in the evaluations/reports comments text box of the IEP draft.
- Document date 12/15/2024 as the date Age-Appropriate Transition Assessment completed in the evaluations/reports section of the IEP draft.

Present Levels:

In the Academic Present Level's add the "Career/Vocational/Transition" box to the IEP and include the following statement:

"Multiple attempts were unsuccessfully made to complete the age-appropriate transition assessment. Attempts were unsuccessful therefore an initial age-appropriate transition assessment was not completed."

Post-Secondary Goals still need to be completed when an Initial Age-Appropriate Transition Assessment cannot be completed.

This is the only exception when it is allowed to keep goals as broad as possible, based on current knowledge of the student.

Examples:
"Student will attend post-secondary school or training."

"Student will be competitively employed."

"Student will live in a setting of his/her choice."

Process for when Parent Input section within the Age-Appropriate Assessment cannot be completed:

1. Case manager makes and documents three attempts (over different days and different times of the day) to update the Parent Input section of the Age-Appropriate Transition Assessment.
2. Document dates and times of attempts in the Parent Input section and upload to document repository
   * No need to list Parent Input Form in Evaluations/ Reports