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**Civil Rights, Section 504, Compliance (Employees),
Equal Employment Opportunity,
Americans with Disabilities Act, Grievance Procedures:
Equity and Employee Relations Office · 703-791-8764**

Section 504 Compliance (Students):

Director of Special Education · 703-791-7287

Title IX Compliance:

Title IX Coordinator and Student Equity Office · 571-374-6839

Family Educational Rights and Privacy Act (FERPA):

FERPA Office · 703-791-7445

Freedom of Information Act (FOIA):

FOIA Officer · 571-402-3150

**SERVICES****Mission Statement**

To provide innovative, high quality transition support services to students with disabilities. Emphasis is placed on developing the student's self-determination and those skills necessary for achieving successful postsecondary outcomes. Outcomes may include, but are not limited to, independent living, vocational training, employment and postsecondary education. All services will be provided in a manner consistent with student-centered planning and will reflect the student's unique characteristics, talents, interests, and desires.

Program Description

Transition Services refers to programs and services provided by Prince William County Public Schools' Department of Special Education that are specifically designed to prepare and support students with disabilities in their transition from high school to adult roles. This includes:

Assisting students in identifying a postsecondary vision for themselves based upon their interests and preferences.

- Assisting students in identifying their transition related needs and in planning for their transition.
- Providing instructional opportunities to students so that they may acquire the skills necessary for adult life.
- Providing opportunities for career awareness, career exploration, and the development of appropriate work behaviors and marketable job skills.
- Facilitating linkages with adult services, vocational training and postsecondary education providers.

Community-Based Instruction

Through Community-Based Instruction (CBI) elementary, middle and high school students receive instruction in the community that focuses on eight significant **Life Skill Strands**:

- Personal Management
- Recreation and Leisure
- School and Community
- Vocational
- Functional Academics
- Communication
- Social Competencies
- Motor Skills

Transition Assessment

Transition assessment occurs across a continuum of educational and community based settings. Staff perform interviews, gathers background information, and use informal and formal assessment tools to determine interests, aptitudes, and preferences related to employment, postsecondary education and independent living.

For some students, a more comprehensive vocational evaluation is required through the **Vocational Assessment Center**. This may also occur through **Situational Assessment** where students are evaluated as they perform work activities in a community-based work setting.

Transition Support Services

Transition Specialists facilitate the student's transition to postsecondary roles by providing the following quality transition support services:

- Transition assessment.
- Facilitating the development and implementation of effective transition plans.
- Facilitating linkages with adult services, vocational training and postsecondary education providers and other community resources.
- Partnering with businesses to develop community-based learning opportunities including paid and unpaid occupational experiences.

Employment related services provided include:

- Supporting students in their career development.
- Sharing occupational, community labor market and job referral information.
- Coordinating/performing job shadowing and situational assessment opportunities.
- Resume preparation, job-seeking and job-retention skill development.
- Developing high-quality work-based learning opportunities.