

Postsecondary Transition Plan (PTP) Instructions

Create a new PTP record

(Use this function to create an initial PTP student record in a district.)

1. Click on the **PTP Login** on the Indicator 13 webpage (http://sped.dpi.wi.gov/sped_spp-transition).
2. Log in using your WAMS User ID and password.
3. From the Main Menu, click the "Create PTP" tab on the navigation bar.
4. Select the school the student attends.
5. Search for and select the student for which you wish to create a PTP.
6. Enter the IEP meeting date.
7. Answer the questions in the PTP (navigation buttons enabled after required information is entered).
8. If needed, click "Save and Exit" to finish the PTP at a later date.
9. Once PTP is completed, select "Print PTP" to download a PDF file to print and/or attach to your district IEP.
10. Once PTP is completed, select "Lock PTP" on the record completion page.
11. The record is now ready for review and submission to DPI.

Finish an Existing PTP record

(Use this function if a user saved a PTP record and exited before locking the PTP.)

1. Click on the **PTP Login** on the Indicator 13 webpage (http://sped.dpi.wi.gov/sped_spp-transition).
2. Log in using your WAMS User ID and password.
3. From the Main Menu, click the "Finish PTP" tab on the navigation bar.
4. Select the school to view in-process PTP records.
5. Select the desired student record.
6. Navigate to the desired step and respond to the questions in the PTP (Navigation buttons enabled after required information is entered).
7. Once PTP is completed, select "Print PTP" to download a PDF file to print and/or attach to your district IEP.
8. Select 'Lock PTP' on the record completion page.
9. The record is now ready for review and submission to DPI.

Review/Revise an Existing PTP record

(Use this function to review/revise the PTP midyear or conduct an annual IEP meeting only after an initial PTP has been submitted– this will pull forward a copy of the previously submitted PTP.)

1. Click on the **PTP Login** on the Indicator 13 webpage (http://sped.dpi.wi.gov/sped_spp-transition).
2. Log in using your WAMS User ID and password.
3. From the Main Menu, click the "Revise PTP" tab.
4. Select the school the student attends.
5. Search for the student.
6. Select from three options: Review/Revise with an IEP Meeting; Review/Revise without an IEP Meeting; or Conduct an Annual IEP Meeting.
7. Answer the questions in the PTP (navigation buttons enabled after required information is entered).
8. If needed, click "Save and Exit" to finish the PTP at a later date.
9. Once PTP is completed, select "Print PTP" to download a PDF file to print and/or attach to your district IEP.
10. Once PTP is completed, select 'Lock PTP' on the record completion page.
11. The record is now ready for review and submission to DPI.

Important Points to Remember

1. Students are identified within the PTP Application by their Wisconsin Student Number (WSN). The LEA should ensure all students with disabilities age 14 and older have a WSN associated with their current school.
2. The PTP will be accessed using a Web Access Management System (WAMS) login and password. Each PTP user must have a WAMS login ID and be assigned appropriate access to the PTP by the LEA's PTP application administrator.
3. The PTP is designed to be used during the IEP team meeting. Exclusive use of the PTP will avoid duplication of effort and compliance errors.
4. If you have PTP application questions, contact Nancy Fuhrman at nancy.fuhrman@dpi.wi.gov or 608-267-9243 or Wendi Dawson at wendi.dawson@dpi.wi.gov or 608-266-1146