

What's New with the PTP

PTP Enhancements released on 2/21/13:

- 1) **Delete PTP function:** The ability to delete a PTP record is limited to PTP users with the Director access role. Only PTP records that have not been locked or submitted can be deleted. A PTP can be deleted in two ways:
- Click on the “Finish PTP” tab, change the radio button to “Show all records for the school”, find the student PTP record that needs to be deleted, click on “Delete PTP”. A popup message will ask “Are you sure you want to delete the PTP?” Click “OK” to confirm deletion of the selected PTP student record.
 - From the PTP completion page click on “Delete PTP”. A popup message will ask “Are you sure you want to delete the PTP?” Click “OK” to confirm deletion of the selected PTP student record.

Main Menu Create PTP Finish PTP Revise PTP Move Student Reports Secure Home Exit User Role: Director

The following is the current list of In-Process records at Arcadia High. Select a record to return to the screen of the last step completed. [Back to School Selection](#)

Show records created or modified by me Show all records for the school

PTP ID	Student	Meeting Date	Last Step	Date Created	Created By	Date Modified	Modified By	Locked	Action
2568	PAROZ, QAOPIT	2/13/2013	20	2/13/2013 10:11 AM	Testuser, Ptp	2/13/2013 10:12 AM	Testuser, Ptp	N	Delete PTP Option 1

You have completed the IEP: Postsecondary Transition Plan (PTP)
WSN: **1646084137** PTP ID: **2568**

What would you like to do next?

- Print PTP (Transition Services Form I-8)
- Return to Main Menu
- Lock PTP
- Delete PTP Option 2
- Return to Start of PTP
- Return to End of PTP

2) **Career Clusters and Pathways:** Step 9 – Postsecondary Goal: Employment: Enhancements have been made to the Career Cluster and Pathways selection to align them with the WICareerPathways website. The dropdowns include 16 Career Clusters, 79 Corresponding Pathways, and the new addition of the career level. The IEP Team must select one career cluster, one corresponding pathway, and one corresponding career. Users may use the dropdown menus to make selections or use the career name keyword search. For a list of all career clusters and pathways visit: <http://www.wicareerpathways.org/Clusters/Map>. Click on the pathway for a list of corresponding careers.

12. The IEP must contain a measurable postsecondary goal in the area of employment related to the postsecondary education or training LIHEOU will receive.

The options provided below are based on the Wisconsin Career Pathways modeled after 16 National Career Clusters developed by the States' Career Clusters Initiative (SCCI). For more information and resources on the clusters and pathways please visit: <http://www.wicareerpathways.org>.

The IEP Team must select one career cluster, one corresponding pathway, and one corresponding career. If the student's postsecondary employment goal does not fit into one of the careers for the selected cluster and pathway, use the 'Other' option to describe the student's career goal.

For a list of all career clusters and pathways visit: <http://www.wicareerpathways.org/Clusters/Map>. Click on the pathway for a list of corresponding careers.

Use the drop down menus to make your selections, OR use the search box to find careers that correspond with the clusters and pathways.

After completing or obtaining postsecondary education or training, LIHEOU will be employed in the field of:

Step 1: Select a **Career Cluster:** - OR - Option 3

Step 2: Select a **Career Pathway:**

Step 3: Select a **Career:**



3) Transition Services: The following have been added to Transition Services dropdowns:

Post School Living:

Access Benefits Counseling

Related Service:

Contact Benefits Counseling Provider

Employment:

Contact a Work Incentives Benefit Specialist to discuss the impact of employment and benefits

Instruction:

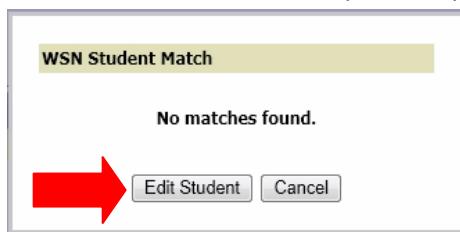
Contact college for entrance exam schedule

Schedule appointment to take college entrance exam

Complete college entrance exam

Review entrance exam results

4) Edit Student: This enhancement will allow PTP users with the Director role to edit student information when a PTP student record was created without a WSN. If student information that was manually entered is not an exact match to the student information in the Wisconsin Student Locator System (WSLS), a WSN match will not be found. Follow the directions in the online modules “Complete WSN Match” found on [the Indicator 13 Web page](#). To correct inaccuracies in the spelling of a student’s name or birth date, attempt a WSN match. When the pop up window appears indicating “No matches found.” Click on Edit Student. Correct the student information and click “Save Student.” Repeat the process to complete a WSN Match.



5) Return to Start / Return to End: This enhancement will allow any user to ‘Return to the Start of the PTP’ or ‘Return to the End of PTP’ from the PTP completion page. Returning to the start of the PTP will bring users back to Step 3: Initial Record Information where the user enters the IEP meeting date and if the student attended the IEP meeting. Returning to the end of the PTP will bring users back to Step 19: Student Exit Year.

You have completed the IEP: Postsecondary Transition Plan (PTP)
WSN: **0** PTP ID: **2568**

What would you like to do next?

- Print PTP (Transition Services Form I-8)
- Return to Main Menu
- Lock PTP
- Delete PTP
- Return to Start of PTP
- Return to End of PTP



- 6) PTP Reports:** The reports tab is available to all user roles. Use the reports tab to view the following:
- 1) PTP Records - Locked but not submitted to DPI – The report will provide your district list of student PTP records that have been locked and are awaiting submission to DPI.
 - 2) PTP Records - Student with no associated WSN - These are PTP records that will require a WSN match to allow submission of that record to DPI.
 - 3) PTP Records - Submitted - This will generate a current list of any submitted PTPs. Click on the student's name to access the PTP completion page, view/print/save that student's PTP record.
 - 4) PTP Records With Validation/Locking Errors – This report will provide any details as to why the student PTP cannot be locked and the action needed to allow the record to be locked.
 - 5) PTP Records With “Other” Descriptions – This report will provide a report of any student PTP records in which a user selected ‘other’ and manually entered information. The three areas in which a user can select ‘other’ include: postsecondary goal for employment, postsecondary goal for education/training, and transition services. The report will include the student’s name, the question type for which the other option was selected, the category (if it was a transition service), ‘other description’ which is the actual text that was manually entered, the school and a reviewed check box column that you can utilize to monitor your district records.

User Reports

- [PTP Records - Locked But Not Submitted](#)
 - [PTP Records - Students With No Associated WSN](#)
 - [PTP Records - Submitted](#)
 - [PTP Records With Validation/Locking Errors](#)
 - [PTP Records With 'Other' Descriptions](#)
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- 7) New Modules:** New online training modules have been added to the [Indicator 13 web page](#): [Submit a PTP to DPI](#) and [Complete a WSN Match](#).