

Postsecondary Transition Plan (PTP)

Tips/Reminders for Beginning the 2014-15 School Year



The Transition Improvement Grant (TIG) Regional Coordinators will be conducting monthly PTP review and follow-up with your school district. For a list of TIG staff, please see: <http://www.witig.org/contact-us/>

PTP Director Designee Role:

- ✚ **MOVE STUDENT: from one school to another within your district:** Currently the PTP does not automatically transfer PTPs from one school to another. Remember as a new school year starts to use the “Move Student” tab within the PTP. For example, all students transitioning from the middle school to the high school will need to be moved. Only a PTP user with the Director access role can complete this action. To complete this process,
 - Click on the “Move Student” tab, enter the student’s information (minimal information to begin your search), identify the student you wish to move, then click on the blue “change school” prompt, select the school you wish to move them to and the PTP application will confirm the move.
 - This process will need to be completed individually for each student attending a new school.

- ✚ **GRANT & REVOKE PTP ACCESS:** If you have special education staff that resigned from your district, you will need to revoke their access to the PTP. Your PTP Application Administrator can follow the step-by-step directions on the Indicator 13 webpage: <http://sped.dpi.wi.gov/files/sped/pdf/ptp-app-admin.pdf> to complete this in ASM (Application Security Manager).

If you have new special education staff joining your district or switching schools, you will need to grant the new staff access to the PTP or change access to schools depending on the situation. Your PTP Application Administrator can follow the step-by-step directions on granting PTP access:

<http://sped.dpi.wi.gov/files/sped/pdf/ptp-app-admin.pdf> in ASM (Application Security Manager).

- ✚ **DELETE a DUPLICATE PTP:** The ability to delete a PTP record is limited to PTP users with the Director/Designee access role. Only PTP records that have not been submitted can be deleted. If the PTP is locked, it must be unlocked before it can be deleted. Only PTPs created in error or duplication should be deleted. A PTP can be deleted in two ways:
 - Click on the “Finish In-Process PTP” tab, select the school in which the PTP was created, 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 pop-up 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 pop-up message will ask, “Are you sure you want to delete the PTP?” Click “OK” to confirm deletion of the selected PTP student record.

- ✚ **TRANSITION SERVICES & COURSE OF STUDY FOR STUDENTS GRADUATING:** The PTP database now allows you to bypass selection of transition services and course of study for students graduating high school and exiting when the meeting date is between 1 May and 30 June.

- When you arrive at the section for “Transition Services”, check the box that states: “The student will be graduating/exiting at the end of the current school year.”
- When you arrive at the section for “Course of Study”: Check the box that states: “The student will be graduating/exiting at the end of the current school year.”

- ✚ **UPDATE ON THE USE OF “OTHER” IN THE PTP:** The Department of Public Instruction (DPI) conducted a compliance review of postsecondary transition plans of students 16 years old and older submitted by local education agencies (LEAs) via the web-based Postsecondary Transition Plan (PTP) application. Many of the compliance errors detected in the remaining 1% of records arose at the three points during the transition planning process where the “other” option is available, and a user can manually enter information regarding: postsecondary goal in the area of education/training, postsecondary goal in the area of employment, and transition services. The use of the “other” option is not discouraged, but IEP teams must use caution to ensure a compliant goal or transition service is specified. Further guidance about the use of “OTHER” and compliance within the PTP can be found on the Indicator 13 webpage link or by clicking on this link - <http://sped.dpi.wi.gov/files/sped/pdf/tran-ptp-other-noncomp-guidance.pdf>

All PTP Users:

- ✚ **REMINDER - STUDENTS TRANSFERRING FROM ANOTHER SCHOOL DISTRICT:** The school district in which the student is transferring from (School District A), must release the student's WSN number to the receiving 'School District B' through WSLs (WI Student Locator System). Once the student's WSN number is released, the receiving 'School District B' will then need to use the "Create PTP" tab to complete a PTP for that student, as the PTP currently does not automatically transfer from one school district to another.
- ✚ **STUDENT HISTORY REPORT:** This report can be used to search by student name or WSN number for all PTP reports for an individual student. You must enter at least 2 letters of either the first name or last name or the entire 10 digit WSN number to initiate a search.
- ✚ **REVISE PTP:** If a student's PTP was created and submitted last year or during a previous school year, there is no need to create a new one using the "Create PTP" tab. Click on the "Revise Submitted PTP" tab to review and update the student's PTP during the annual IEP meeting. To complete this process:
 - Click the "Revise Submitted PTP" tab, select the school within your district where the student's submitted PTP was created, enter the student's information (enter limited information to initiate your search) or simply click "Search" and a list of students with submitted PTPs will be generated, identify the student you are searching for, click the blue "Annual IEP" link at the right side of the screen, then click "Continue" when prompted to do so. This will bring you to the student's current PTP for you to update and edit. (If the student moved from the middle school to the high school, once the director/designee moves the record, you will need to search under the high school)
- ✚ **REVISING a PTP PRIOR TO THE ANNUAL IEP:** There may be a time during the school year that you will need to review/revise a student's IEP. If this does not include revision of the postsecondary transition plan, the PTP does not need to be revised. Be cautious when completing the invitation and cover letter for an IEP meeting. If you check "Transition – the consideration of postsecondary goals and transition services (*required for students beginning at age 14*)," you will need to review and revise the PTP during the IEP meeting. Remember to update the meeting date and proceed with the desired changes to the student's PTP. You will do this by clicking on the "Revise Submitted PTP" tab, following the steps mentioned above but select the "Review/Revise With Meeting" option. If the review/revision to the IEP does not include transition, be sure NOT to check the transition box on the IEP invite.
- ✚ **UNLOCKED PTPs:** There are situations where an unlocked PTP record does not make it to the locked stage and the record stays in the PTP system as unlocked. If you CREATE or REVISE a record, and do not lock your PTPs, it's best practice to communicate to your administrative staff know that you have an unlocked PTP record and keep them updated on the status of that record. This will help ensure PTP records get to the locked and submitted stage in the 30 day window.
- ✚ **WHAT'S NEW WITH THE PTP:** For ongoing updates and announcements, visit the "What's New with the PTP" http://sped.dpi.wi.gov/sped_tran-ntp-new webpage throughout the school year.

For more detailed information about the PTP, please visit the DPI Indicator 13 webpage at http://sped.dpi.wi.gov/sped_spp-transition and view the Training and Technical Assistance section for PTP Users. This section will provide you with the PTP manual, a PTP guide for parents and students, the PTP demonstration site, FAQ's and online training modules.

For technical assistance, please first contact your district PTP director/designee, then TIG regional staff and/or DPI:

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