

2015-16 PTP: Tips, Reminders, and What's New!



Postsecondary Transition Plan (PTP)

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

PTP Resources for writing high quality best practice PTPs: Resource Links

[PTPs for Students with Significant Disabilities](#)

[Utilizing Career Clusters in the PTP](#)

[Creating a Purposeful Postsecondary Transition Plan \(PTP\) for Middle School Students](#)



It's the Law: Connecting the PTP to the IEP

- ✚ Each and every IEP that is developed for a student who is turning 14 or is already 14 or older MUST have a Postsecondary Transition Plan (PTP) developed and submitted to DPI within 30 days of the IEP meeting. Consider your district policy. Is there a procedure in place to ensure that the PTP is sent with the IEP? It is required that a finalized PTP must be attached to the IEP when it is sent home to parents. The PTP is still the I-8, even though it is completed through an online application, rather than your districts IEP software. The steps to completing a PTP should be added to the scripting the IEP Process, an IEP checklist, or a step that is added to your IEP software that keeps it from archiving until you have linked a PTP report. These are some ways the PTP process could be added into procedures already in place to assist staff in remembering the legal requirements of the PTP and to complete it at the IEP meeting.

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, 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.
- **NEW** - Move Student – Mass Transfers of students between one school and another (Director/Designees only). This provides capability to move multiple students at once when searching by school on the "Move Student" tab. If only the name fields are used to search, you will only be able to change the school for individual students, as per previous functionality. (Reminder: You can enter partial names into the Last Name and First Name fields) : <http://sped.dpi.wi.gov/sites/default/files/imce/sped/pdf/tran-ntp-new-2015-06-18.pdf>
- ✚ **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 to complete this in ASM (Application Security Manager). <http://sped.dpi.wi.gov/files/sped/pdf/ptp-app-admin.pdf>

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

- **NEW – You can now perform mass delegations in ASM:** The functionality is located under Advanced Features in the left hand menu of ASM. Contact the DPI Help Desk if you have questions regarding this functionality (800-507-5744 or <http://wise.dpi.wi.gov/asm-help-ticket>).
- See the following user guide for more information: http://wise.dpi.wi.gov/sites/default/files/imce/wise/doc/ASM_UserGuide_verJPER2.pdf
- ✚ **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.
 - If you have a student with 2 or more unlocked PTP's, there is likely a duplicate record created that will need to be deleted. Before deleting this record, you can confirm the error by using the Student History option under reports. You

must enter at least 2 letters of either the first name or last name OR enter the entire 10 digit WSN to initiate a search. Once you've confirmed a current PTP has been submitted, you can delete the PTP created in error. [Delete a Duplicate Record](#)

✚ **TRANSITION SERVICES & COURSE OF STUDY FOR STUDENTS GRADUATING:** The PTP database 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 May 1st and June 30th.

- 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 (department) conducted a compliance review of postsecondary transition plans of students 16 years old and older submitted by local education agencies (LEAs) via the online Postsecondary Transition Plan (PTP) application. Many of the compliance errors detected arose at the three points during the transition planning process where the "other" option is available to manually enter information regarding: postsecondary goal in the area of education/training, postsecondary goal in the area of employment, and transition services. When using "other", 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-ntp-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 district the student is transferring to (School District B) through WSLs (WI Student Locator System). Once the student's WSN number is released, the receiving district (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 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 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)
- **NOTE:** If you only wish to view the last Submitted PTP for a student, do NOT click any of the 'Review/Revise without Meeting', 'Review/Revise with Meeting', or 'Annual IEP' links. Use the Student History report instead. A new PTP is created whenever the links on the Revised Submitted PTP tab are selected. If selected in error, contact your Director to have the PTP deleted.



✚ **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, FAQs 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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