



FIDELITY CHECKLIST FOR TRANSITION SERVICES

Name: _____

Date: _____

District/Campus: _____

Action Items	Observed/Completed <i>(Check ✓ if completed)</i>
1. Send IEP Notifications to students, parents, and "others".	
2. With permission of the parent or adult student, invite agencies to the IEP Meeting.	
3. Work with the student, parent, and others to complete the Transition Services page of the IEP	
4. Conduct the IEP Meeting and approve the IEP	
5. Determine who will implement and monitor the implementation of Transition Services. Determine timelines.	
6. When appropriate, follow-up with agency connections. Ensure phone calls, meetings, and applications are completed.	
7. Work with students to find seasonal and/or summer employment.	
8. Assist Seniors (Fall) to complete applications for college and/or identify careers and apply for employment.	
9. Address application, funding, transportation, and support needs. (Coordinated Set of Activities)	
10. Set a designated time in February/March for the special education team to monitor the implementation and completion of Transition Services on the IEPs for this academic year. Make a list of consistent gaps that must be addressed systematically and plan for improvement.	
Where all action items completed?	Yes No

Next Steps or Recommendations