# MOREHOUSE PARISH PUBLIC SCHOOLS

**SPECIAL EDUCATION DEPARTMENT**

**TRANSITION IEP PROCEDURE**

1. **Transition Invitation Letter sent to parent and student.**
2. **Parent permission (student permission if 18) to invite agency as well as documentation of invitation of agency to the IEP meeting.**
3. **Age of Majority Letter (parent and student) included when student is 17.**
4. **Use the student interview/assessments to determine student’s postsecondary goals. Goals should be written in first person and written for after the student leaves school.**
5. **Agency Linkage statement at the bottom of transition page must be completed.**
6. **Exit document, years to graduate, and exit date must be completed.**
7. **On GSI page mark transition course of study. At least one instructional goal should be targeted for secondary transition based on the student’s transition plan.**
8. **Student should sign as a participant at the IEP meeting.**
9. **Attach appropriate Individual Graduation/Career Plan to IEP.**