Train, Employ, Assess, Manage

Lost in Transition? Raising Graduation Rates Through a TEAM Approach

Presenter: Tara Santiago

Co-Presenter: Tiffany McMasters
Transitioning from Middle School to OCS

• Step One:
  – EC case manager and parents complete attached forms
  – Schedule a meeting to discuss possible OCS placement
  – After final decision has been made, notify parents/guardians with a Parent and Student Notification Letter
Scheduling

• Step Two:
  – Obtain a copy of student’s transcript
  – Complete a graduation credit check for new students and returning students
  – Complete an OCS Master Schedule to place students in appropriate classes
  – Work closely with teachers, case managers, and guidance to ensure that students are scheduled correctly
# Graduation Credit Check

## Occupational Course of Study Four-Year High School Plan

### Graduation Credit Check

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### School

Completed by: __________

Year: __________

Date: __________

Before Check completed: C BPH Case

Checklist: M 365

---

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>2 or more credits</th>
<th>4 or more credits</th>
<th>Total/Required</th>
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<tbody>
<tr>
<td>ENGL 1101/1102</td>
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<td></td>
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</tbody>
</table>

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### Notes

- Check all courses that have been completed.
- Courses marked with an asterisk (*) are required for graduation.
- Courses marked with a double asterisk (**) are recommended for graduation.

---

*Thanks to all educators who have contributed to this document.*

---

*Endnotes:

- This document is based on North Carolina's Four-Year High School Plan.
- All courses are required for graduation unless otherwise noted.*
### Scheduling Form

**OCS Master Schedule**  
(2013–2014)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Teacher 1</th>
<th>Teacher 2</th>
<th>Teacher 3</th>
<th>Teacher 1</th>
<th>Teacher 2</th>
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</table>

*Note: Specific subjects and times are not listed but follow a structured format.*
School-Based Hours

• Step Three:
  — Ninth graders should complete 120 SBH by the end of their freshman year
  — SBH can consist of:
    • PAES Lab
    • Recycling
    • Cafeteria Duties
    • Custodial Assistant
    • Media Assistant
    • Athletic Assistant
School-Based Forms

Winston-Salem/Forsyth County Schools - Transition Services
School-Based Training Determination

<table>
<thead>
<tr>
<th>Date</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</tbody>
</table>

Total # of Hours Earned This Week: ___________

Student Signature: ____________________________
Teacher Signature: ____________________________

(These in English notes at the end of each month.)
School Based Enterprises

- Car Wash
- Candles
- Card Shop
- Popcorn & Drink Café

- Friday Lunch Delivery
- Christmas Ornaments
- Cancer Pillow Cases
Community-Based Vocational Training

• Step Four:
  – CBVT should be completed in 10th, 11th and in some cases 12th grade
  – To prepare our students for proper placement on their training sites, here are examples to ensure successful outcomes
CBVT Guidelines

CBVT (Community Based Vocational Training)

- Schedule monthly meetings
  - Pop-up agenda
- Email Community Based Training Application to teachers (each student should fill out to add in CBVT placement)
- Collect student rosters and schedules from CBVT coordinator to add in completing CBVT schedule (any plan, 1st semester)
- Schedule meetings with teacher/VOA to get input on schedule placement for each student
- Use CBVT training application to enter school placement
- Enter student’s medical forms to be given out to all students
- Schedule class visit
- Contact CBVT site
  - Contact
  - Ask about any changes in management, uniforms, and policies
- Update Job Site Training Analysis sheets
- Develop site annual plan
  - Agreement has to be signed
  - Place signed copy in designated binder
- Update Business Partner Spread sheet
- Compile CBVT schedule
  - There should be separate AM and PM
  - Determine if student is scheduled for Occ. Prep.
    - AM: 1st semester
    - PM: 2nd semester
  - Make sure the student ratio is divided, AM & PM
  - Assign student to program site
  - Fill in the CBVT scheduling template
  - Name of business site and contact information
  - Assign student’s name and school
  - Job Coach and/or OPA (Occ. Prep. Assistant)
- Evaluate
  - Scheduled CBVT times
  - Start and ending dates
  - School contact information
- Give copy of CBVT coordinator and principal of each school
- Compile CBVT/OPA notebook
- Job Site Analysis Training Sheets
- Emergency Contact Information
- School Schedule
- CBVT Schedules
- Notebooks/Incentives
- RMA
- Individual Student CBVT documentation forms
- Copy of individual student medical information
- Complete site visitations for each CBVT student
- Days/time/attire requirements, etc.
- Attach DU forms if needed
- Compile sign-in sheet for each visit
- Contact each student with every visit
  - 2nd semester call to discuss start dates, students, etc.
- Update database
  - Enter students availability (AM/2nd semester, AM/PM)

School Class Visit

- Students
  - PowerPoint (CBVT guidelines requirements)
    - Arrange with dataquest to have projector and laptop available
  - Student site assignment
    - CBVT student should arrive to be taken home
    - Discourage uniform requirements
  - Student contact
    - Each student should read and sign
    - Place copy in student file

- Teachers
  - Distribute
    - CBVT notebook (Community Based Instruction)
    - CBVT forms (School Based Home)
  - CBVT schedule
  - Collect permission/medical forms
    - Copy goes to Transition and School Occ. Prep. teacher
Community-Based Training Application
CBVT Rough Draft Scheduling Roster
Final CBVT Schedule

Community Based Vocational Training  Fall 2013
School -
Time: 9:00 - 11:30 AM

<table>
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<tr>
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<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>WEST; Job Coach</td>
<td>WEST; Job Coach</td>
<td>WEST; Job Coach</td>
<td>WEST; Occupational Prep/Assist/Rec:</td>
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Start Date - September 16, 2013   End Date - January 17, 2014

Please call Transition Office  919-807-3040 for questions or concerns
NC School Ctr's Schedule and Contact info sheets Fall 2013 AM Schedule.doc
Last updated 05/02/2013 11:45:06 AM
Permission & Medical Form

Winston-Salem/Forsyth County Schools - Transition Services

Permission & Medical Form

Community Based Vocational Training
Medical Emergency Information

STUDENT INFORMATION:

Name: ____________________________ Date of Birth: ____________

Address: ____________________________ City: ____________ State: ________ Zip: ____________

School: ____________________________ Graduating Year: ____________

Parent/Guardian Information (Mother/Father):

Name: ____________________________ Relationship: ____________

Father's Name: ____________________________ Mother's Name: ____________________________

Emergency Information:

Name of emergency contact: ____________________________ Relationship: ____________

Behavior/Health Information:

Please provide special information about the student that would be helpful in case of an emergency.

Medical Information:

Allergies: ____________________________ Diet: ____________________________

Blood Type: ____________ Rh Factor: ____________

Emergency Contact:

Name: ____________________________ Relationship: ____________

Phone Number: ____________________________

Snacks: ____________________________ Date: ____________________________

Signature: ____________________________

Date: ____________________________

Winston-Salem/Forsyth County Schools - Transition Services

Signature of Student/Parent: ____________________________ Date: ____________________________

Sponsor or Teacher: ____________________________ Date: ____________________________

Student Date of Birth: ____________

Signature of School Nurse: ____________________________ Date: ____________________________

Date: ____________________________

Teacher/Advisor: ____________________________ Date: ____________________________

Date: ____________________________
Class Visit-CBVT Training Site Notification

Winston-Salem/Forsyth County Schools – Transition Office

Community Based Vocational Training
Student Training Site Notification

Dear Student,

This letter is to inform you of your assignment and training schedule for your upcoming CBVT experience. Please remember that the hours you spend with the sponsor will go toward required training for the Occupational Diploma. If you have any questions, please contact the school site coordinator. If you have any questions or concerns, please contact the Transition Services office at 336-755-5555.

Appropriate dress and appropriate shoes are a MUST for the workplace. Please come to school prepared for work every training day. Your appearance is very important.

Thank you for your cooperation in this exciting venture.

Sincerely,

CBVT Instructor

[Table with columns: Days, Time, Training Site, Appropriate Dress/Uniform, Job Coach]

The opportunity provided was real!
CBVT Notebook
# CBVT Sign In-Sign Out Sheet

**Winston-Salem/Forsyth County Schools – Transition Services**

**Community-Based Vocational Training**

**Sign In - Sign Out Sheet**

**Training Site:**

**Job Coach:**

**Cell #:**

**CBVT Coordinator, Trans. Coord.**

**Office #: 345-2007**

**Transition Office:** 771-4753 / 771-4773

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
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</table>

REVISED: 9/19/2011  CBVT Sign-in Sign-out 1.doc

PUBLIC SCHOOLS OF NORTH CAROLINA State Board of Education  |  Department of Public Instruction :: Exceptional Children Division  

NOVEMBER 20-22, 2013
Warning/Suspension

Winston-Salem/Forsyth County Schools – Transition Services

Community-Based Vocational Training

Warning/Suspension Notice

Name: __________________________  Date: __________________

School: __________________________

Teaching Site: ______________________

Reasons for suspension:

☐ Inappropriate behavior
☐ Extreme tardiness
☐ Absent from training
☐ Non-compliance with education staff
☐ Non-compliance with behavioral expectations
☐ Non-compliance with training expectations

Signature of suspension:

Signature of date:

Parent/ Guardian Signature:

Date:

School Principal Signature:

Date:

Notice of Suspension:

Parent/ Guardian Signature:

Date:

Student Signature:

Date:

Notes:

Points made:

Concerns:

Resolution:

Winston-Salem/Forsyth County Schools
Community-Based Instruction

• Community-Based Instruction are instructional trips planned outside of CBVT. These trips consist of community interaction/involvement and are scheduled around the CBVT training times.

• Examples of these trips are: DMV, Social Security Administration, job search opportunities, Provider Fairs, etc...
Community-Based Instruction Documentation

<table>
<thead>
<tr>
<th>Task</th>
<th>School/Unit</th>
<th>Initial</th>
<th>Final</th>
<th>Evaluation</th>
<th>TIMS</th>
<th>Team</th>
<th>Date</th>
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</table>

[Data table continues]
Competitive Employment

• Step Five:
  – The State has approved the waiver for the 2013-2014 school year. Under the waiver, OCS seniors can obtain the 360 hour work component through additional CBVT training, job search, internships and volunteer opportunities after school and on weekends.
Waiver from State of NC

September 3, 2013

MEMORANDUM

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: William A. Hamby, Secretary VCEO
Exceptional Children Division

RE: Future-Ready Occupational Course of Study Temporary Waiver for the 2013-2014 SY

The State Board of Education has approved the Future-Ready Occupational Course of Study (FR-OCS) Temporary Waiver of Paid Employment Graduation Requirement for the 2013-2014 SY. This means students in the FR-OCS will still be required to complete a total of 900 hours of vocational training and/or employment to receive the North Carolina Diploma. The substitution waiver allows participating students to substitute 350 hours of additional paid vocational training, unpaid internships, paid employment at community rehabilitation facilities, and volunteer and/or community service hours if unable to secure paid employment in an integrated employment setting. All paid employment, unpaid work-study, training hours, internship hours, volunteer and/or community service hours will be conducted in accordance with the Fair Labor Standards Act and applicable state and federal child labor laws.

In addition, LEAs will be required to maintain documentation of their attempts to help the student secure paid employment through referrals to the North Carolina Division of Vocational Rehabilitation, Division of Services for the Blind, the Workforce Investment Act (WIA), funded youth employment programs, and other appropriate adult employment service agencies. Evidence of ongoing collaboration and referrals must be documented in the transition component of the student’s IEP. Due to continued issues within NC’s economy, this waiver will continue to affect until the unemployment in NC reaches six percent (6%) or less.

If you have any questions or concerns, please email waiver.cod@dpi.nc.gov.

WAM/DMO/acs

EXCEPTIONAL CHILDREN DIVISION
William A. Hamby, Secretary | whamby@dpi.nc.gov
100 N. Benevolent Ave., Raleigh, North Carolina | 919-707-8636 | 1-800-663-7763 | (919) 707-6010
www.dpi.state.nc.us

NOVEMBER 20-22, 2013
Senior 240 CBVT Form

Student Name: ____________________________
Date: ____________________________
Job Code: ____________________________

Table:

<table>
<thead>
<tr>
<th>Class</th>
<th>1D</th>
<th>1E</th>
<th>1S</th>
<th>4D</th>
<th>4S</th>
<th>4E</th>
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</tbody>
</table>

Notes:

A = Available
B = Blinder
C = Closed
D = Dead
E = Engaged
F = Full
G = Good
H = Held
I = Incorrect
J = Just
K = Known
L = Low
M = Missing
N = New
O = Open
P = Perceived
Q = Quiet
R = Required
S = Same
T = Top
U = Unavailable
V = Very
W = Waiting
X = Wrong
Y = Year
Z = Zero

Note: Senior 240 CBVT is a "graded" form. (Monday, Wednesday, and Friday) Changes may be made if required.

Form to be completed in accordance with the teacher's assessment and program evaluation needs.

Form: A = Free Form
B = Blinder Form
C = Closed Form
D = Dead Form
E = Engaged Form
F = Full Form
G = Good Form
H = Held Form
I = Incorrect Form
J = Just Form
K = Known Form
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R = Required Form
S = Same Form
T = Top Form
U = Unavailable Form
V = Very Form
W = Waiting Form
X = Wrong Form
Y = Year Form
Z = Zero Form
# Job Search Log

## Job Search Activity Document Log

<table>
<thead>
<tr>
<th>Business</th>
<th>Application</th>
<th>Application Follow-Up</th>
<th>Employment Activity</th>
<th>Note</th>
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</tbody>
</table>

## Transition Office W/TSOS

| Total: | |
|--------| |
Internship Experience

HIGH SCHOOL   INTERNSHIP PROGRAM
AGREEMENT

AGREEMENT is made this the ___ day of __________, _______ between and among:

SPONSOR: ______________________________________

STUDENT: ______________________________________

ADDRESS: _____________________________________

PARENT: ________________________________________

MENTOR: ________________________________________

ADDRESS: _____________________________________

PRINCIPAL: _____________________________________

I. The Sponsor/Mentor Agrees:

A. To provide an internship experience that will introduce the intern to specific job competencies/rules.

B. To discuss with the Intern Coordinator the specific places, tasks, and methods of observation and/or training to be used by the student and to assist the Internship Coordinator in the development of an observation and training plan for the intern.

C. To ensure that provisions of the Fair Labor Standards Act are not violated and the student intern does not go into any prohibited, hazardous, or dangerous activities or close observation of any prohibited or hazardous work. (For example, allowing a student to observe closely or take part in the manufacture or storage of explosives, power-driven woodworking machinery, moving or excavation operations, or exposure to radioactive substances might subject the sponsoring employer to sanctions under the Department of Labor's).

D. To ensure that the student's internship activity will be supervised by experienced and qualified persons and that any training expenses will be performed with appropriate safety instructions.

II. To ensure that the intern experience does not involve performing any work for the benefit of the sponsoring employer or any work that displaces any regular employee which would require the payment of wages to the intern under the provisions of the Fair Labor Standards Act.

F. To ensure that the student intern receives the same considerations given employees with respect to all safety, health, general employment, and any other federal or state rules, regulations, and procedures as the works place exercised for the safety, health, and welfare of employees and to provide the student with safety instructions concerning any aspect of the internship experience for which such instructions would be appropriate.
## Volunteer Experience

### Winston-Salem/Forsyth County Schools – Transition Services

**Prior Approval Request for Volunteer Hours**

Community-Based Vocational Training (CBVT)

Occupational Course Study

### Volunteer Experience

All potential Volunteers must submit their OATH Application BEFORE the student begins volunteering. All potential Volunteers must submit their OATH Application to the Transition Office no later than the 2nd week of November. The OATH Application is available at the School’s Office. 

A student may choose to volunteer at school or on weekends. The student must be enrolled in a community-based vocational training (CBVT) program. The student must also be enrolled in the volunteer program. 

The OATH Application must be approved by the CBVT Coordinator and the school principal. The OATH Application must be approved by the CBVT Coordinator and the school principal. 

### Volunteer Information

- **Name:**
- **High School:**
- **Grade:**
- **Volunteer Site:**
- **Organization:**

### Contact Information

- **Name:**
- **Position:**
- **Phone:**

### Specific Assignment

- **Volunteer Task(s):**
- **Hours:**
- **Approval:**

### Comments

- **Date:**
- **Signature:**

---

**CBVT Coordinator’s Signature**
Competitive Employment

- WS/FC Schools has a Satellite Employment site at Wake Forest University. Approximately 25-30 OCS seniors are hired in various positions on campus throughout the school year.
Competitive Employment

- WS/FC Schools also has CBVT and Satellite Employment with Winston-Salem State University in various positions on campus throughout the school year.
Business Partners

• Step Six:
  – We have over 200 CBVT training sites in Winston Salem
  – It is important to maintain a good relationship with the CBVT business partners. Often times businesses will give a reference to other companies about this opportunity for the students and our program
Database/Assessment

• Step Seven
  – We have implemented a database hour tracking system to track ALL School-Based CBVT, and competitive hours for all OCS students
  – Transition Assessments also play a vital role in the transition process for our OCS students
Database
# Transition Assessments/Quarterly Evaluation

## Community-Based Vocational Training

**Quarterly Evaluation**

<table>
<thead>
<tr>
<th>School: Winston-Salem/Forsyth County Schools – Transition Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: To view the evaluation form on your computer, please maximize the screen or make the window full screen.</td>
</tr>
</tbody>
</table>

**Evaluator:**

**Date:**

<table>
<thead>
<tr>
<th>Teaching Site:</th>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
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</tbody>
</table>

**Quarter:**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
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**Areas of Focus:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Community-Based Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teaching Strategies</td>
</tr>
<tr>
<td>2</td>
<td>Classroom Management</td>
</tr>
<tr>
<td>3</td>
<td>Student Self-Management</td>
</tr>
<tr>
<td>4</td>
<td>Community Participation</td>
</tr>
<tr>
<td>5</td>
<td>Work Skills</td>
</tr>
<tr>
<td>6</td>
<td>Communication Skills</td>
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</tbody>
</table>

**Evaluation:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Rating</th>
<th>Comments</th>
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**JobCoach:**

**Community:**

<table>
<thead>
<tr>
<th>Community</th>
<th>Rating</th>
<th>Comments</th>
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</table>
Partner Agencies

- Vocational Rehabilitation
- Adaptables
- Forsyth Tech
- Center Point

- Goodwill
- Allegacy
- Industries for the Blind
- Mayors Council
Instructional Portfolio
Professional Portfolio
Portfolio Presentation Guidelines

1) Panel Selection
   a. at least 2 members – no opa’s or pb coaches
   b. CTE teachers, administrators, guidance counselors, community/business partners, Voc Rehab counselor, case manager, other coordinators at your school

2) Interview Process
   a. interview with immediate feedback method
   b. modifications (new and System Access)
   c. mock trial run

3) Scoring
   a. scoring packet provided by transition the day of presentation
   b. transition core portfolio notebook one hour before scheduled presentations
   c. school and transition teams copies of scoring rubrics
   d. award certificates provided for students

4) Location of Presentations
   a. classroom, auditorium, media center, conference room (gues and core)
   b. atmosphere and celebration

5) Dress
   a. Males – casual to full business dress
   b. Females – casual to full business dress
   c. Define casual – polo or collared shirt, khaki or dress pants, no tennis shoes
   d. clothing – clean and pressed
   e. jewelry – conservative
   f. mock trial run – important
   g. clothing needs – let transition know

6) Hygiene
   a. hair and nails – conservative
   b. freshly clean
Thank You!

- WS/FC Schools had a 94% graduation rate for the 2012-2013 School Year. This was all possible because of the Transition Team and collaboration with teachers, parents, Administrative staff, business partners, and partner agencies. We look forward to another successful school year!