

Action Plan for Enhancing Pre-Employment Transition Services



School Division _____

DARS Counselor _____

Transition Specialist _____

Start Date _____

DIRECTIONS

Complete this document to clearly define goals, action steps, responsible parties, a timeline for review, and evidence that will be used to measure progress. When writing goals, please ensure they are Specific, Measurable, Achievable, Relevant, and Timebound. This is intended to be a fluid document with scheduled reviews and revisions by the team as needed based on progress toward goals.



Priority Area 1

1 Define your goal.

2 Create action steps.

	Step 1	Step 2
Step Description		
Staff Responsible		
Completion Date		
Intended Outcome		
Evidence of Outcome		

Action steps continued.

	Step 3	Step 4	Step 5
Step Description			
Staff Responsible			
Completion Date			
Intended Outcome			
Evidence of Outcome			

3 List additional stakeholders.

4 List resource needs.

Priority Area 2

1 Define your goal.

2 Create action steps.

	Step 1	Step 2
Step Description		
Staff Responsible		
Completion Date		
Intended Outcome		
Evidence of Outcome		

Action steps continued.

	Step 3	Step 4	Step 5
Step Description			
Staff Responsible			
Completion Date			
Intended Outcome			
Evidence of Outcome			

3 List additional stakeholders.

4 List resource needs.

Priority Area 3

1 Define your goal.

2 Create action steps.

	Step 1	Step 2
Step Description		
Staff Responsible		
Completion Date		
Intended Outcome		
Evidence of Outcome		

Action steps continued.

	Step 3	Step 4	Step 5
Step Description			
Staff Responsible			
Completion Date			
Intended Outcome			
Evidence of Outcome			

3 List additional stakeholders.

4 List resource needs.

RRTC Rehabilitation Research
and Training Center

More information about DARS can be found at www.dars.virginia.gov/drs/transitionservices.htm or by calling 804-662-7000.

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