

Work Transition Program

Four County Career Center

Dear Intervention Specialist,

As educators, it is our goal to provide our students with the tools they will need for a successful future. That success largely depends on essential skills identified by prospective employers. While ability levels of students will differ, employer expectations remain constant. Students with special needs require deliberate and systematic skills training.

The goal of the Work Transition Program is to identify and develop the employability, social/emotional, behavioral, and daily living skills of each student and prepare them for success in both the workplace and life. At the Four County Career Center we strive to build on the students' strengths and abilities to provide them with the tools they will need for a bright and happy future.

To get started, we need information on student strengths and weaknesses in specific skills areas prior to entrance into the program. This information will help with instructional planning, IEP goals and objectives, and job site placements. The attached [Work Transition Referral Checklist](#) will help us with determining current skills. Proficiency in each skill are is not necessary, but helpful so that we may further hone these skills. The [Student Referral Form](#) will help us with the evaluation process for each student (Please note the additional required documentation requested on this form). The [Guidelines for Enrollment Form](#) may help you determine which students will most benefit from our program.

Thank you for considering our program. We look forward to partnering with you to meet the goals of our students.

We ask that referrals be submitted ASAP. If you have any questions, please do not hesitate to call or e-mail. Parents, students, and teachers are welcome to visit the program on an individual basis, but we ask that you call and arrange a time and date with the instructors. We can be reached at the Four County Career Center at 419-267-2296.

Sincerely,

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