

Pre-Employment Transition Services (Pre-ETS) for Schools

Next Steps After Contract Execution

Now that your Pre-ETS contract is active, here's what your school needs to do to support students with disabilities through this program.

1. Student Request Forms

- **Who is eligible?**
Offer Pre-ETS to *all* students with disabilities, including those with:
 - IEPs
 - 504 Plans
 - Mental health diagnoses
 - Physical or other disabilities
 - **How to complete the form:**
 - Help interested students fill out the **Student Request Form**.
 - **Parent/guardian signatures** are required for students under 18.
 - A **school staff member** must verify the student's disability by signing the form.
 - Students only need to complete this form **once** (not annually).
 - **Submitting forms:**
 - Send completed forms to the **Pre-ETS Specialist** securely (e.g., file transfer, mail, or fax).
 - Submit forms **before the end of each quarter**.
 - The Pre-ETS Specialist will review and approve the form.
 - **Tip:** Use the **Pre-ETS Information Letter** to explain the program to families.
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2. Transition Readiness Toolkit (TRT) – Transition Planning Tool (TPT)

To measure the impact of Pre-ETS, each student must complete **two surveys**:

- **Pre-Survey** (by **December 31, 2025**)
- **Post-Survey** (by **June 30, 2026**)

These surveys assess students' readiness and progress in transition skills.

School responsibilities:

- At least one staff member must complete the **TRT virtual training** or watch the recorded webinar.
 - Gain access to the **TRT portal** to administer surveys.
 - Students who miss the **pre-survey deadline** won't be eligible for funding that quarter (but can complete it in the next quarter).
 - Students who miss the **post-survey deadline** won't be eligible for funding for the final quarter.
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3. Providing Pre-ETS Services

- Review your school's **approved Scope of Work Plan**.
 - Deliver **high-quality Pre-ETS services** to students who submitted a Student Request Form.
 - Work with your local Pre-ETS Specialist.
 - Pre-ETS should **supplement**, not replace, your school's existing transition services.
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4. Quarterly Reports & Invoices

- Track and document services provided to each student.
 - Each student can receive **up to 5 different Pre-ETS services per quarter**.
 - Even if a student participates in multiple activities under one service, you can only bill for that service **once per quarter**.
 - Only bill for services that the student **requested** on their form.
 - Submit your **Quarterly Report and Invoice** to the Pre-ETS Specialist:
 - Within **15 days after the end of each quarter**
 - Or by **June 15** for the April–June quarter
 - Use a **secure method** for submission
 - You can continue to submit new Student Request Forms **throughout the year** as students become interested.
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Need Help?

We're here to support you! If you have questions or need assistance, please reach out to your Pre-ETS Specialist.