

# Steps to Develop a **SUCCESSFUL** MRC and High School **TRANSITION TEAM**

How MRC Vocational Rehabilitation counselors and High School personnel can support a student's vision toward employment and independent living

## Collaboration

|   | MRC  | High School  |
|---|--|--|
| 1 | Assign a VR counselor to work with the high school   | Introduce the VR counselor to all key high school personnel involved with a student's transition   |
| 2 | Set a specific schedule to be present at the high school to meet with students, families and high school personnel   | Designate a space in the high school, if possible with internet access, for the MRC VR counselor to meet with students. Also, designate one main contact person that MRC VR counselor can contact for scheduling space, in-school student appointments, or questions regarding referrals |
| 3 | Provide training and information to high school staff (including special education/ guidance/ nursing staff/ teachers/ school psychologist/ adjustment counselors) regarding VR counselor's role in transition and the services MRC provides | Acquire an understanding of MRC services in order to be able to explain to parents and students why a referral can be to their benefit. Offer to help the VR counselor understand the IEP process, including student and parent roles  |
| 4 | Attend IEP meetings as needed and when possible to get to know the students and their needs  | Invite the VR counselor to attend IEP and transition planning meetings for students that have been referred to MRC, giving as much advance notice of meeting date as possible  |
| 5 | Provide high school personnel information about the status of student referrals  | Help following up with students and parents to maximize the likelihood the students will invest themselves in the MRC process  |
| 6 | Attend parent nights and career fairs to be available for questions and to take referrals  | Invite assigned VR counselor to attend school events such as parent nights and career fairs  |

# Student Referrals

| MRC  |  | High School  |
|------|--|--|
| 1    | Develop a direct referral system for students at least two years from high school completion   | Make adequate time to meet with the VR counselor to discuss possible referrals and progress of students already working with MRC   |
| 2    | Meet with high school personnel to discuss potential referrals to MRC, and provide MRC materials   | Complete a MRC direct referral form including student's social security number   |
| 3    | Discuss which students would be appropriate for a Chapter 688 referral, and help to identify additional transition-related resources and, in some cases, more appropriate agencies and programs                                | Complete Chapter 688 referral form for students that will potentially meet Chapter 688 eligibility criteria  |
| 4    | Provide information sessions for students and families to explore MRC services   | Assist and promote information sessions and MRC resources for students and families  |
| 5    | Work with students to complete the MRC application, discuss their eligibility, develop the IPE (Individualized Plan for Employment) that reflects their informed choices, and prepare them for the transition from high school | Fill out a release of information/ records so MRC can be given the IEP and other testing materials. Assist the counselor in obtaining any information the school has that might assist with eligibility determination and plan development including IPE's, transition plans, psychoeducational testing, neuropsych evaluations, speech and language assessments, assistive technology and academic and health records |
| 6    | Offer soft skills classes and pre-employment transition services during MRC classroom time or summer programs when appropriate   | Provide space and coordinate times for MRC classes to take place   |
| Both |  |  |
| 7    | Assist students to meet, email, and communicate with VR counselor outside of school during their senior year to promote a smooth transition out of high school   |  |

**To make a referral, learn more about the types of referrals you can make to MRC for Students and Youth and/or access a list of the High Schools covered by MRC VR Counselors visit us at [www.mass.gov/mrc/transition](http://www.mass.gov/mrc/transition) or call your local MRC Area office.**