

The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students. Polk Transition Services vision is to provide a continuous process that begins by the time a student turns 14, or is in the eighth grade, whichever comes first, and continues until the student graduates from high school, or for special diploma students until the school year they turn 22 years of age. Transition planning focuses on the plans and dreams that a student has for the future and provides the services and supports that the student needs to make a successful move into adult life.

**PROGRAM FOCUS**

The program centers on: student focused planning, family involvement, student development, program structures, and interagency collaboration. Polk Transition Services will focus on postsecondary education, parental support, and transition skills. There are transition programs at several high schools, area colleges and universities, along with several business partnerships throughout Polk County. These programs provide an opportunity for students 18 – 22 years of age to work toward their desired postsecondary goals. The program addresses the students’ needs; transitions them into adulthood through continued education, work experience, and leisure activities. Polk County Transition Program has developed and modeled its program using the Kohler Taxonomy for Transition Programming:

**STUDENT FOCUSED PLANNING**

- IEP Development
- Student Participation
- Planning Strategies

**FAMILY INVOLVEMENT**

- Family Training
- Family Participation
- Family Empowerment

**STUDENT DEVELOPMENT**

- Life Skills Instruction
- Employment Skills Instruction
- Career and Vocational Curricula
- Structured Work Experience
- Assessment
- Support Services

**PROGRAM STRUCTURES**

- Program Philosophy
- Program Evaluation
- Human Resource Development

**INTERAGENCY COLLABORATION**

- Collaborative Framework
- Collaborative Service Delivery

**THE APPLICATION PROCESS:**

Polk County School based students will complete an application with their parent(s) and return it to the Local Education Agency (LEA) at their assigned high school. A brief interview process will be conducted with the LEA and District Office personnel. Assignment will be given during that academic school year.

Students who have graduated and wish to return will complete the application with their parent(s) and return to any high school or the District Office. The District Office will contact you for an interview for admission.

**Polk County School Board**

**Attn: Transition Office**

**P.O. BOX 391**

**Bartow, Fl 33831**

**CRITERIA FOR ACCEPTANCE INTO POLK TRANSITION SERVICES**

- The student must be between the ages of 18 and 22 years
- The student must have graduated with a special diploma
- The student must be actively working toward the goal of becoming an independent member of society
- The student must have a good work ethic
- The student will adhere to the code of conduct
- The student must be able to function with minimal supervision and support
- The student must demonstrate appropriate behaviors in community settings
- The student must be willing to attend campus required activities
- Students may have the opportunity to sit in a post-secondary class or program as seats are available as a non-graded observer
- Students will be transported by Polk County School Board bus, parents, or public transportation
- Parental involvement is **required** (will support student's independence and paid employment, attend meetings, sign and return paperwork, provide overall support)
- Student must have a letter of recommendation from a teacher, facilitator, or building administrator

- Student must be willing to participate in career experiences on or off campus for approximately 10 hours per week.

Acceptance will be determined by the school and district personnel upon review of the application, review of the Individualized Education Plan (IEP), attendance, and discipline records, along with the appropriateness of placement for the student in the Least Restrictive Environment (LRE). The District Office will make the site selection best suited for your student.

If a slot is offered and refused, the student will be referred back to last school of assignment.

I have read and agree to the above criteria. Failure to maintain the criteria may result in being referred back to the last school of assignment.

**Permission to Photograph**

On occasion, students will be photographed; videotaped, filmed, and/or interviewed for newspaper articles, brochures, television, and public information presentations.

I hereby grant permission to be photographed and/or interviewed.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Polk  
Transition  
Services**  
Building Bridges to  
Your Future

# Polk Transition Service Student Application

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## Contact Information

Name	
Street Address	
City ST ZIP Code	
Student ID#	
Date of Birth (DOB)	
Phone Number	
Referring Teacher	

## School Information

Current/Previous High School: \_\_\_\_\_

\_\_\_ # days absent                      \_\_\_ year graduated

\_\_\_ # discipline ref.

\_\_\_ anticipated graduation

## Interests

Tell us in which areas you are interested/likes and dislikes

\_\_\_ office work

\_\_\_ outdoor work

\_\_\_ working with people

\_\_\_ working alone

\_\_\_ cafeteria

\_\_\_ detail work

\_\_\_ working with pets

\_\_\_ other

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**Special Skills or Qualifications / Teacher/ Parent input /Comments**

Summarize special skills, qualifications and important information about your student’s ability to work with others and work independently:

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**Health Concerns/Medications**

Please be very detailed.

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**Person to Notify in Case of Emergency**

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a student with Polk Transition Service, that I must follow the Code of Conduct and criteria as written. If not, I will be referred back to my last high school of record.

Name (printed)	
Signature	
Date	