

Postsecondary Transition Plan (PTP) “Other” Statement Use:

Guidance on Compliant Use



Tips when reviewing PTPs for compliance:

- ✓ Is the goal written for AFTER high school?



When using “Other”, IEP teams must use caution to ensure a compliant goal or transition service is specified. If an “other” is selected, the application gives a warning when a user attempts to submit the PTP to DPI. Review this document to learn more about appropriate uses of “other”.

Education/Training – must list the type of **training** required to reach the measurable postsecondary goal for employment. This should address the type of knowledge/skills acquired AND where/who will provide the training.

Most common non-compliant statements: • workforce • full or part-time work • 18-21 program • Project SEARCH • student “would like to” • unsure/undecided • type of job (farmer) • day services or sheltered workshop • long-term care

Employment – must list the actual job/career and/or area of skill development directly linked to a specific job.

Most common non-compliant statements: • sheltered employment • actual location of job wanted • undecided/unsure • content field such as science, business owner, etc.

Pre-Employment Transition Services (Pre-ETS) – The PTP must contain at least one transition service for the current school year, that will assist a student to reach his/her postsecondary goals. Schools are required to document a service that was provided in the last IEP as a way to document Pre-ETS for the Workforce Innovation and Opportunity Act (WIOA).

Most common non-compliant statements: • Using Other and that being the only transition service listed (must have one compliant Transition Service listed) • lack of terminology describing the service the school will provide (often in conjunction with the student, family, and/or agency), etc.

NOTE: Once a PTP has been submitted to the DPI PTP portal, it cannot be unlocked to edit. You can, however, do a revision to that PTP with or without a meeting. Keep in mind this still requires a *Notice of Changes Made to an IEP With or Without an IEP Meeting*. Parents/guardians require notification that a change has been made, along with an updated copy of the PTP with the required IEP forms.



Using the **additional information box** to provide further details, allows the reader to see the plan with more details and stop a non-compliant statement from being drafted.

Students with Complex Support Needs may have very diverse skills, strengths, and support needs. You can match employment and education/training goals as close as possible and use the additional information box to give more detail as to the student’s plan. For further guidance on creating a meaningful PTP for a student with complex needs, please see the following document [PTP and Students with Complex Support Needs](#)

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