

## **Level 1 Vocational Assessments**

\*Teachers with students who are scheduled for a Level 1 Vocational Assessment in the current school year, will receive a packet of information/forms from the Transition Services Office.

### **What is a Level 1 Vocational Assessment?**

- It is the beginning of the transition process!
- It is mandated in NYS for all 12 year old students with disabilities, as well as older students that have not previously received a Level 1 Assessment.
- It is a review of existing student information to assess basic skills and determine the student's interests.
- It is a systematic process of collecting information about the student's interests and abilities inside and outside the school environment.
- It allows the student and family to work with the school in the career decision making process.

### **Why is a Level 1 important?**

- Many parents and students may not have thought about life after school completion.
- It focuses the student, parent and staff on realistic outcomes available to the student upon completion of his/her secondary education.
- It summarizes the career assessment activities for the year.
- It provides documentation for the career decision making process.
- It assists in determining what activities need to be performed to meet vocational/career goals.
- It assists with the Transition Planning Process, which begins at age 14.
- It assists with developing Measurable Post Secondary goals for IEP development.

### **Who should perform the Level 1 Vocational Assessment?**

This is a team process. The teacher who drafts the student's IEP often manages the Level 1 process and ensures the activities are performed. However, one person is not usually responsible for performing all of the activities. In all cases the student and family should be talking with someone with whom they are comfortable such as a teacher or counselor.

### **When should the Level 1 be completed?**

Since the Level 1 Vocational Assessment is an important tool in the writing of the IEP, it should be completed in time to allow for the incorporation of the material into the IEP. This will allow time to review the information and implement it into the IEP. **The Level 1 Vocational Assessment needs to be submitted to the Transition Services Office by January 8th.**

### **What are the parts of the Level 1 Vocational Assessment?**

- Review of School Records
- The Teacher Interview
- The Student Interview
- The Parent/Guardian Interview
- The Interest Survey
- The Summary Report

### **The Paper Trail:**

The staff person compiling the IEP should keep a copy of each item as it will allow for a better overall picture of the student and his/her needs. This may be kept in the white transition folder, which will be provided at the time of assessment.

A copy of the completed Level 1 Assessment will need to be given to the Transition Services Office to be kept on file. The Transition Services Office will distribute a copy of the Summary Report to the district CSE Office and the student's main file.