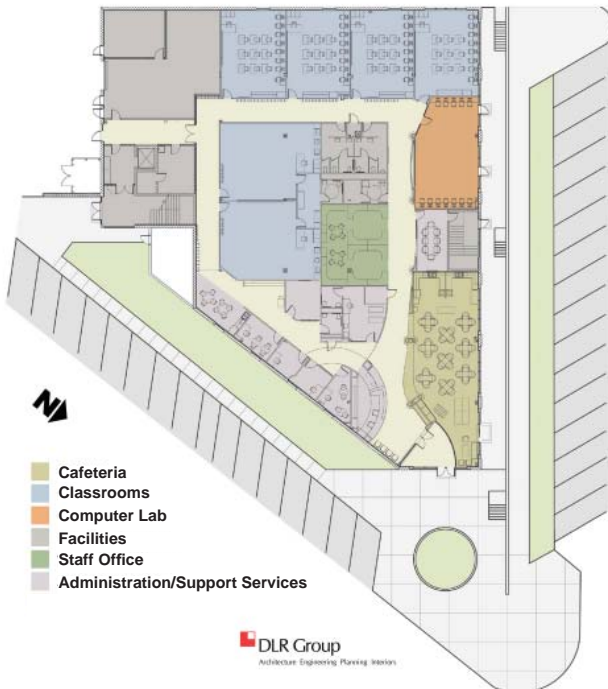


# Referrals

1. Program brochure provided to parents at an IEP meeting.
2. Student and parent tour
3. Student shadows for a day (optional)
4. Referral packet completed and sent to Next Step Transition Program
5. Intake IEP meeting

# Program Space



# Community Partners

## Rehabilitation Services (DRS)

Washington & Ramsey Counties  
2098 East 11th Avenue  
North St. Paul, MN 55109  
651-779-5421

## Metropolitan Center for Independent Living (MCIL)

1600 University Avenue West, #16  
St. Paul, MN 55104-3834  
651-603-2018

## Hubert H. Humphrey Job Corps Center

1480 N. Snelling Avenue  
St. Paul, MN 55108  
651-642-1133

## Metro Transit

(MTC Bus System)  
612-373-3333

## NEST Bus/Dial-a-Ride

651-227-6378



Transition Program



School District 622

2586 East 7th Avenue  
North St. Paul, MN 55109  
Phone: (651) 621-1900  
Fax: (651) 621-1991



# The Next Step Transition Program

The Next Step Transition Program is a North St. Paul-Maplewood-Oakdale School District 622 secondary special education program for students who:

- Are 16- to 21-years of age
- Have completed 10th grade
- Have a disability
- Have transition needs identified on their Individual Education Plan (IEP)
- Have not received a diploma

## Calendar

The Next Step follows ISD 622's secondary calendar.

## Case Management/Advisement

Every student is assigned a case manager. The case manager is the student's primary contact related to the IEP and graduation plan. The case manager develops a class schedule and meets regularly with the student to ensure progress is being made. Full-day and afternoon students have a scheduled advisement period with their designated case manager.

## Work-Based Learning

Every student is assigned a work-based learning coordinator. The work-based learning coordinator is the primary contact related to employment and career planning. Regular meetings are held with the student at the school, on the job site, or in the community to discuss employment issues. The work-based coordinator is required to maintain verification of the student's employment schedule, work evaluations, training agreement and plan.

## Confidentiality

If a student is 18 years of age, he or she retains all rights and responsibilities as an adult, unless a guardian/conservator has been appointed by the court. These rights involve signing all educational/work documents and records as well as providing consent to release information. Program staff may not release information to parents or others without the student's written consent.

## Courses

The Next Step is a community-based program, which serves students of varying levels of intellectual, academic, social/emotional and motor-functioning needs. Students are encouraged to move out of their comfort zone and access their community as much as possible. A crucial element of the program involves students learning from "real-life" experiences, i.e. shopping at the grocery store, utilizing public transportation, exercising at the community center, or opening a checking account at the bank, in hopes of gaining the knowledge, skills and confidence to be able to function and live as independently as possible once they graduate.

Core areas of instruction:

- Jobs and Job Training
- Home Living
- Community Participation
- Recreation/Leisure

## Graduation

The Next Step Transition Program does not offer a credit system, instead all students enrolled graduate based on IEP goal and graduation plan attainment. For new students an IEP team meeting will be held to develop the graduation plan one trimester from the student's first day of attendance. When the IEP team determines the student has met the expectations regarding goal and graduation plan progress, the student will provide data that supports exiting the program to receive a diploma. Diplomas will be issued by the student's home attendance area high school and dated the year the student completes the Next Step Transition Program.

Students who plan to attend or are currently enrolled at the Next Step Transition Program may walk through their home attendance area graduation ceremony with their chronological graduating class. Students will not receive a diploma until they have made the IEP goal and graduation plan progress outlined by their IEP team (even if the student has accumulated all of the credits required at the referring home high school). The Next Step Transition Program offers a graduation ceremony for students who have earned their diploma.

## Schedule Options

Each student's schedule is dependent upon the needs identified in his or her IEP and graduation plan. The primary program operates Monday through Friday, from 8:15 a.m. to 2:30 p.m., including six 55 minute periods. Afternoon classes are available depending on the student's needs and work/post-secondary schedule.

Students who hold a paid/non-paid job, or who participate in Post Secondary Enrollment Options (PSEO) or 916 classes may count the hours served toward their school schedule. All paid/non-paid job sites must meet the work-based learning guidelines and be supervised by a Next Step work-based learning coordinator. Schedule changes will be made on a case-by-case basis with the case manager's approval. Schedule changes may not be immediate.

## Progress Reports and Report Cards

IEP Progress Reports and Report Cards are completed through the collaboration of the student's case manager, classroom teachers and work-based learning coordinator. Progress reports and report cards are mailed at the end of every trimester. The Next Step Transition Program operates on a "Pass/Fail" system, specific grades are not issued. IEP and grad plan progress check-in nights are offered during the school year to provide parents/guardians with an update regarding the student's performance in classes, IEP goals and grad plan requirements.

## PSEO and 916

Students who are interested in attending PSEO college-level classes must meet the same entrance criteria as their non-disabled peers (criteria varies depending on the college/institution). Students interested in attending 916 programming must complete the established application and selection process for enrollment consideration. Students are not eligible to apply to either program until they have been enrolled at the Next Step Transition Program a minimum of one trimester. During that time the student must demonstrate good attendance, behavior and positive work ethic. In addition, the student must have received a recommendation from the IEP team after consideration of the student's needs/abilities.

## Support Services

A social worker, school psychologist, behavior intervention specialist, occupational therapist/COTA, speech/language pathologist and other support services are available based on individual student needs.

## Health Services

Students may have medication(s) administered in the health office as needed, with proper doctor authorization.

## Nutrition Services

Students may purchase breakfast and/or lunch on scheduled school days. Meals are prepared off-site and shuttled to the program each day.

## After-School Options

The Next Step Transition Program has a number of after school activities that are designed to help students build social networks and interests outside of school.

## Transportation Services

The Next Step Transition Program provides bussing to and from the student's home high school via shuttle. Other modes of transportation commonly accessed include MTC, NEST, and Metro Mobility. Students with a valid driver's license must complete a parking application and receive administrator approval prior to driving to school. Students may park their vehicles in the back lot or on the city street.