

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Georgia Department of Education

Division for Special Education

FY2017 Data Collection

Transition Planning Survey

Initial Collection

(Collection 1)

Georgia Department of Education
Twin Towers East
Atlanta, Georgia 30334-5001
Ph. 404-651-9500
Fax 404-651-5006
<http://www.doe.k12.ga.us>

1. Transition Planning Survey Rationale

The monitoring priorities and indicators of the OSEP State Performance Plan (SPP) mandate that youth with IEPs aged 16 and above have an “IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age, appropriate transition assessment, transition services, including courses of study that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student’s transition service needs. There also must be evidence that the student was invited to the IEP Team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority.” *As a compliance indicator (Indicator 13), the target must be 100%.*

The Transition Planning Survey contains three separate collections:

- **Collection 1** - An initial review by the district of individual student transition plans (5 to 50 students contingent upon district size),
- **Collection 2** - State review of individual student transition plans (a minimum of 1 to 5 students contingent upon district size and all districts who reported non-compliant plans), and
- **Collection 3** - Correction of non-compliance (if required).

To meet the requirements of the SPP, Indicator 13, all districts must complete the Transition Planning Survey for their district. The 2016-2017 Initial Collection (Collection 1) will be conducted between November 14 and December 9, 2016. The report must be submitted to the -Division for Special Education by midnight December 9, 2016.

Surveys not completed by the assigned due date of December 9, 2016 will adversely affect timely reporting (Indicator #20).

The survey will be completed via the MyGaDOE Web Portal. Collection 1 of the application will open for data entry November 14, 2016 and will close December 9, 2016. You must be provisioned in the role of Special Education Director for your district to access the survey. If you have questions about becoming provisioned, please contact the **Information Systems Customer Support Center** by emailing dticket@doe.k12.ga.us or by calling **1-800-869-1011**.

2. Transition Planning Survey Data Component Detail

Post-Secondary Transition FY2017 Data

[Admin Report](#) > Postsecondary Transition Data Collection Entry [Download Postsecondary Transition Data](#)

School Year: 2017 System: Dundee School System (656)

Last Name	First Name	GTID	School	Race	Gender	DATE OF IEP	1. PS GOALS EDUCATION/TRAINING GOALS	2. PS GOALS EMPLOYMENT GOALS	3. PS GOALS INDEPENDENT LIVING GOALS	4. PS GOALS TO VEETIPS GOALS	5. PS GOALS CONTRIBUTION ASSESSMENTS	6. TRANSITION SERVICES (ACTIVITIES/ACADEMIC AND FUNCTIONAL TO FACILITATE MOVEMENT TO PS)	7. COURSE SET BY TO FACILITATE MOVEMENT TO POST-SECONDARY	8. STUDENT INVITED TO IEP MEETING	9. APPROVEMENTS OF IEP BY IEP MEETING	10. PRIOR PARENTAL APPROVAL	11. ALL APPLICABLE
Anderson	Michael	9238628840	398	Hispanic	F	11/14/2012	Yes	No	Yes	No	Yes	Yes	Yes	Yes	NA	NA	No
Brown	Jasmine	1313541319	105	Multi Racial	F												
Levas	Cahin	4234563912	105	White	M												
Martinez	Yovanni	7389567599	192	Black	F												
Miller	William	5998455650	192	Black	M												
Robinson	Cody	6756275476	182	Black	M												

Student Last Name (Pre-populated)

Student First Name (Pre-populated)

Georgia Unique Student Testing Identifier – GTID (Pre-populated)

School Name (Pre-populated)

Students are reported in the school of record for FY2017 FTE1.

Race (Pre-populated)

Students are reported by race as identified in FY2017 FTE1.

Gender (Pre-populated)

Current IEP Date

Report the date of the student’s most recent IEP. The IEP should include the Transition Service Plan and related components. This is the IEP that will be reviewed in the Transition Planning Survey. Please remember that this IEP and related transition planning documents must be available for review by GaDOE after submission.

Student Enrollment

Report the student’s enrollment status in your district during the survey window. (Viewable only on student detail page)

Y (Yes)/ N (No)

Transition Service Plan/IEP and Related Components

Component 1- PS Goals Education/Training

Measurable Postsecondary Outcome Goals for Education and Training

identifies what the student wants to achieve after graduation in the area of Education/Training. (Mandatory)

Y (Yes)/ N (No)

Component 2- PS Goals Employment

Measurable Postsecondary Outcome Goals for Employment identifies what the student wants to achieve after graduation in the area of Employment.

(Mandatory)

Y (Yes)/ N (No)

Component 3- PS Goals Independent Living

Measurable Postsecondary Outcome Goals for Independent Living identifies what the student wants to achieve after graduation in the area of Independent Living. (Optional)

Y (Yes)/ N (No)/NA (Not Applicable)

Component 4- IEP Goals to Meet PS Goals

IEP Goals to Meet Postsecondary Goals identifies measurable transition IEP goals that directly relate to the how, when, where, and what is needed to complete each postsecondary outcome/completion goal.

Y (Yes)/ N (No)

Component 5- PS Based on Transition Assessments

Postsecondary Based on Transition Assessments provides documentation of an assessment/s of the skills and interests related to education, employment, training, and if appropriate, independent living skills.

Y (Yes)/ N (No)

Component 6- Transition Service (Activities) Academic and Functional to Facilitate Movement to PS

Transition Services (Activities) Academic and Functional to Facilitate

Movement to Postsecondary Transition identifies activities and services that are needed to attain measurable goals specified in IEP Goals to Meet PS Goals (Component 4).

Y (Yes)/ N (No)

Component 7- Course of Study to Facilitate Movement to Post-School

Course of Study to Facilitate Movement to Post-School identifies the student's course of study based on present levels of performance and age appropriate transition assessments. The Career Pathway may be used to meet this requirement.

Y (Yes)/ N (No)

Component 8- Student Invited to IEP Meeting

Student Invited to IEP Meeting provides documentation that the student was invited to the transition part of the IEP meeting.

Y (Yes)/ N (No)

Component 9- Agency Representative Invited to IEP Meeting

Agency Representative Invited to IEP Meeting provides documentation that an agency representative is invited to the transition part of the IEP meeting.

(Optional)

Y (Yes)/ N (No)/ NA (Not Applicable)

Component 10-Prior Parental Approval

Prior Parental Approval provides documentation of prior parental consent for an agency representative to attend the transition part of the IEP meeting.

(Mandatory if Component 9 is reported.)

Y (Yes)/ N (No)/ NA (Not Applicable)

All Areas in Compliance

All Areas in Compliance identifies the compliance status for the transition planning components of an individual IEP. An IEP that includes the Transition Service Plan and related components will only be considered compliant if all components of the survey are reported as Y (Yes) or NA (if allowable). Any Component coded as N (No) will represent non-compliance and the "All Areas in Compliance" will be reported as No.

Y (Yes)/ N (No)

3. Directions for Viewing and Completing Transition Planning Survey

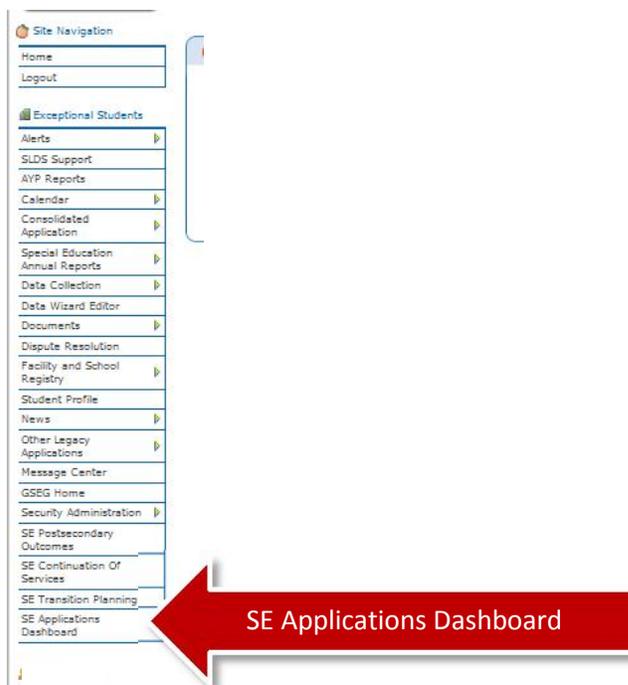
This survey will be completed via the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing dticket@doe.k12.ga.us or by calling 1-800-869-1011.

My GaDOE Web Portal:

Users must first log in to the MyGaDOE Web Portal. The portal can be accessed through the Georgia Department of Education (GDOE) Website at <http://www.gadoe.org/>. (See bottom of the DOE webpage)

SE Transition Planning Survey Location

On your Portal homepage, scroll until “SE Application Dashboard” is displayed on the left-hand side. Dependent upon your portal access, you will see a listing similar to the display below.



Select SE Transition Planning Survey

Special Education Applications Dashboard

School Year: 2017

District: _____

Application Name	Application Status	Start Date	Close Date	Submitted By	Submitted On	ReOpen
SE Timelines	Available for Data Collection	8/1/2014 12:00:00 AM	7/31/2015 12:00:00 AM			<input type="checkbox"/>
SE Pre School	Available for Data Collection	8/1/2014 12:00:00 AM	7/31/2015 12:00:00 AM			<input type="checkbox"/>
Post Secondary	Not Yet Available					<input type="checkbox"/>
SE Continuation of Services	Not Yet Available					<input type="checkbox"/>
SE PS Transition	Available for Data Collection					<input type="checkbox"/>



Click here

Select 'Transition Data Collection'

Transition Planning Survey FY 2015 - Data Collection

Post Transition Planning Survey

[Admin Report >](#)

Status: GADOE Review - Submitted

Activities	
Activity	Activity Status
Transition Data Collection	Submitted
Transition Plan Submission	Submitted
GADOE Review	Submitted
Transition Plan Re Submission	Not Yet Available
PS Transition Final Report	

Other Information

[Download Transition Planning Survey Directions](#)



Student Enrollment Status

Report the student's enrollment status in your district during the reporting window. The default is set to 'Y' (yes) enrolled. *If the student is not enrolled then select "No", and all other data entry options will be removed.* Select 'Update Student' to return to the summary page. Withdrawn students will be removed from all calculations.

Admin Report > Data Collection Entry

Postsecondary Transition Data Collection is Signed Off on 12/19/2014 6:48:41 PM!

Export Student Data

Last Name	First Name	GTID	School	Race	Gender	Is student enrolled in school system, Y	DATE OF IEP	1. IEP GOALS EDUCATION/TRAINING	2. IEP GOALS EMPLOYMENT	3. IEP GOALS INDEPENDENT LIVING	4. IEP GOALS TO MEET IEP GOALS	5. IEP GOALS ON TRANSITION ASSESSMENTS	6. TRANSITIONAL SERVICES (ACTIVITIES ACADEMIC AND FUNCTIONAL TO FACILITATE MOVEMENT TO PS)	7. COORDINATE STUDY TO FACILITATE MOVEMENT TO POST-SCHOOL	8. STUDENT INVITED TO IEP MEETING	9. AGENCY REPRESENTATIVE INVITED TO IEP MEETING	10. PRIOR PARENTAL APPROVAL	ALL AGENCIES IN COMPLIANCE	
Campbell	Walter	4919921969	1050	White	M	Yes	5/22/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Carnes	Austin	5787567005	0111	White	M	Yes	5/23/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Christopher	Marklin	4654501495	1050	Black	M	Yes	5/1/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Covington	Stanley	4977102738	1050	Multi-Racial	M	No													
Eller	Tonya	1189762382	1050	White	F	Yes	5/20/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fanster	Nicholas	1157704492	1050	White	M	Yes	5/16/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Flores	Alex	9813174781	1050	Hispanic	M	Yes	5/15/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hughes	Preston	3960301536	1050	American Indian Alaskan	M	Yes	5/6/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lopez	Soledad	2841262472	1050	Hispanic	F	Yes	5/23/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mason	Roy	7403964683	1050	White	M	Yes	5/21/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mears	Joshua	8404676488	1050	White	M	Yes	5/18/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Price	Rushaud	8329770206	0111	Black	M	Yes	5/21/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Reyes	Marisela	2885454768	1050	Hispanic	F	Yes	5/23/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Williams	Homer	8049903362	0111	White	M	Yes	5/29/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Wilson	Savannah	3097306854	1050	White	F	Yes	5/13/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postsecondary Transition School System Summary								100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Postsecondary Transition Data Collection is Signed Off on 12/19/2014 6:48:41 PM!

Date of IEP

Report the date of the student's most recent IEP. The IEP should include the Transition Service Plan and related components. This is the IEP that will be reviewed in the Transition Planning Survey.

Admin Report > Data Collection Entry

Postsecondary Transition Data Collection is Signed Off on 12/19/12

Last Name	First Name	GTID	School	Race	Gender	Is student enrolled in school system?	DATE OF IEP	1. IEP GOALS EDUCATION/TRAINING	2. IEP GOALS EMPLOYMENT	3. IEP GOALS INDEPENDENT LIVING	4. IEP GOALS TO MEET IEP'S GOALS	5. IEP GOALS TRANSITION ASSESSMENTS	6. TRANSITION SERVICES (ACTIVITIES ACADEMIC AND FUNCTIONAL TO FACILITATE MOVEMENT TOWNS)	7. CURRENT STUDY TO FACILITATE MOVEMENT TO POST-SCHOOL	8. STUDENT INVITED TO IEP MEETING	9. AGENCY REPRESENTATIVE INVITED TO IEP MEETING	10. PRIOR PARENTAL APPROVAL	ALL IEP'S IN COMPLIANCE
Campbell	Walter	4919921969	1050	White	M	Yes	5/22/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Carnes	Austin	5787567005	0111	White	M	Yes	5/23/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Christopher	Marklin	4654501495	1050	Black	M	Yes	5/1/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Covington	Stanley	4977102738	1050	Multi-Racial	M	No												
Eller	Tonya	1189762382	1050	White	F	Yes	5/20/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fenster	Nicholas	1157704492	1050	White	M	Yes	5/16/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Flores	Alex	9813174781	1050	Hispanic	M	Yes	5/15/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hughes	Preston	3960501536	1050	American Indian/Alaskan	M	Yes	5/6/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lopez	Soledad	2841262472	1050	Hispanic	F	Yes	5/23/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mason	Roy	7403964683	1050	White	M	Yes	5/21/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mears	Joshua	8404676488	1050	White	M	Yes	5/18/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Price	Rushaud	8329770206	0111	Black	M	Yes	5/21/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Reyes	Marisela	2885454768	1050	Hispanic	F	Yes	5/23/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Williams	Homer	8049903362	0111	White	M	Yes	5/29/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Wilson	Savannah	3097306854	1050	White	F	Yes	5/13/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Postsecondary Transition School System Summary								100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Postsecondary Transition Data Collection is Signed Off on 12/19/12

Transition Service Plan/IEP and Related Components

Report the status of each area reviewed by selecting Yes, No or NA (not applicable). The survey can be completed in more than one session. Select "Update Student" to retain all data entered and to return to the summary page. You may save a copy of your data at any time by following the directions for downloading student data in the next section of this document.

The screenshot displays the 'Transition Planning Survey FY 2015 - Data Collection' interface on the MyGaDOE website. The page features a search bar at the top, a navigation menu on the left, and a main content area with a data table. A red notification message states: 'Postsecondary Transition Data Collection is Signed Off on 12/19/2014 2:43:53'. The table includes columns for Last Name, First Name, GTID, School, Race, Gender, and 10 survey questions. The survey questions are: 1. PS GOALS EDUCATION/TRAINING, 2. PS GOALS EMPLOYMENT, 3. PS GOALS INDEPENDENT LIVING, 4. IEP GOALS TO MEET PS GOALS, 5. PS BASED ON TRANSITION ASSESSMENTS, 6. TRANSITION SERVICES (ACTIVITIES ACADEMIC AND FUNCTIONAL TO FACILITATE MOVEMENT TO POST-SCHOOL), 7. COURSE/STUDENT FACILITATE MOVEMENT TO POST-SCHOOL, 8. STUDENT INVITED TO IEP MEETING, 9. AGENCY REPRESENTATIVE INVITED TO IEP MEETING, and 10. PRIOR PARENTAL APPROVAL. The table also includes a column for 'ALL AREAS IN COMPLIANCE'.

Last Name	First Name	GTID	School	Race	Gender	Is student enrolled in school presently?	DATE OF IEP	1. PS GOALS EDUCATION/TRAINING	2. PS GOALS EMPLOYMENT	3. PS GOALS INDEPENDENT LIVING	4. IEP GOALS TO MEET PS GOALS	5. PS BASED ON TRANSITION ASSESSMENTS	6. TRANSITION SERVICES (ACTIVITIES ACADEMIC AND FUNCTIONAL TO FACILITATE MOVEMENT TO POST-SCHOOL)	7. COURSE/STUDENT FACILITATE MOVEMENT TO POST-SCHOOL	8. STUDENT INVITED TO IEP MEETING	9. AGENCY REPRESENTATIVE INVITED TO IEP MEETING	10. PRIOR PARENTAL APPROVAL	ALL AREAS IN COMPLIANCE	
				White	F	Yes	2/20/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	Yes
				White	M	Yes	12/10/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	Yes
				Hispanic	M	No													
				White	F	Yes	12/11/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	Yes
				Black	F	Yes	10/21/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	Yes
				Black	M	Yes	4/8/2014	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	Yes

Postsecondary Transition - Windows Internet Explorer

http://localhost:7129/Main.aspx

File Edit View Favorites Tools Help

Postsecondary Transition

Transition Planning Survey FY 2013 - Data Collection

Update Student Details

Last Name: Evans First Name: Calvin
 GTID: 4234563912 School: 105

Is the student currently enrolled in your School System? Yes No

Date of IEP	11/21/2012
Postsecondary Goals Education/Training	Yes
Postsecondary Goals Employment	Yes
Postsecondary Goals Independent Living	NA
IEP Goals to meet Postsecondary Goals	Yes
Postsecondary based on Transition Assessments	Yes
Transition Services (Activities) Academic and Functional to Facilitate Movement to Post-School	Yes
Course of Study to Facilitate Movement to Post-School	Yes
Student Invited to IEP Meeting	Yes
Agency Representative Invited to IEP Meeting	Yes
Prior Parental Approval	Yes

Done

4. Directions for Submitting the Transition Planning Survey

The Transition Planning Survey can be accessed multiple times but **once submitted, the survey cannot be changed.**

On the summary page, select “**Submit Students**”. This will submit the survey. You will not be allowed to submit your survey until there is a valid code in all areas for all students included in the survey. If you receive an error, select the student with missing information, make corrections and re-submit.

Postsecondary Transition FY 2013 Data Collection

Submit

Admin Report > Postsecondary Transition Data Collection Entry [Download Postsecondary Transition Directory](#)

School Year: 2013 System: Dundee School System (656)

Last Name	First Name	GTID	School	Ethnic	Gender	DATE OF IEP	1. PE GOALS EDUCATION/TRANSITION	2. PE GOALS POST-SECONDARY	3. PE GOALS INTERESTS/ACTIVITIES	4. PE GOALS TO VEETIPS	5. PE GOALS ON TRANSITION ASSESSMENTS	6. TRANSITION SERVICES ACTIVITIES/ACADEMIC AND FUNCTIONAL POLITICAL/NEW-TO-RI TOPP	7. COURSE OF STUDY TO FACILITATE MOVEMENT TO POST-SECONDARY	8. STUDENT INVITED TO IEP VEE NC	9. AGENCY REPRESENTATIVE INVITED TO IEP MEETING	10. PRIOR PARENTAL APPROVAL	11. RELEASE IN COMPLIANCE
Anderson	Michael	9238628840	398	Hispanic	F	11/14/2012	Yes	No	Yes	No	Yes	Yes	Yes	Yes	NA	NA	No
Brown	Jasmine	1313541319	105	Multi-Racial	F												
Evans	Calvin	4234563912	105	White	M												
Martinez	Yovanni	7389567599	192	Black	F												
Miles	William	5999455650	192	Black	M												
Robinson	Cody	6756275476	182	Black	M												

Submit

5. Tracking Reported Data

An IEP that includes the Transition Service Plan and related components will only be considered compliant if all components of the survey are reported as Y or NA (if allowable). Any Component coded as N will represent non-compliance and the “All Areas in Compliance” will be reported as No. **GaDOE will review all IEPs which you have rated All Areas in Compliance rating is No** and will randomly select another 10% of the IEPs included in the survey for review.

After data submission, each of the 10 survey components will receive an individual proficiency rating. Students who have withdrawn will be excluded from the calculation. Components with an allowable value of NA will exclude any reported NAs’ from the component calculation.

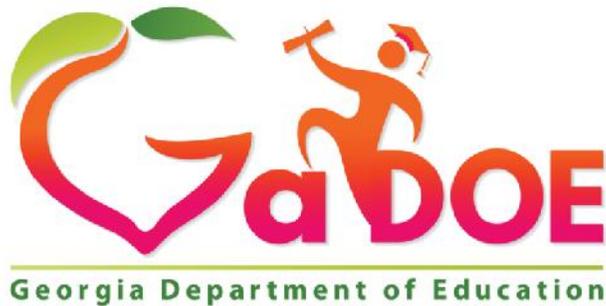
Admin Report > Transition Planning Survey - Data Collection Entry [Download Transition Planning Survey Directors](#)

School Year: 2013 System: Dundee School System (656)

Postsecondary Transition Data Collection Signed Off on 1/15/2013 9:45:19 AM By Bonnie Dye

Last Name	First Name	GTID	School	Race	Gender	Is Student enrolled in school system ?	DATE OF IEP	1. PS GOALS FULFILLATION/TRAINING	2. PS GOALS IMPLEMENT	3. PS GOALS INDEPENDENT LIVING	4. IEP GOALS TO MEET PS GOALS	5. PS BASED ON TRANSITION ASSESSMENTS	6. TRANSITION SERVICES (ACTIVITIES) ACADEMIC AND FUNCTIONAL, I.E. FACILITATE MOVEMENT TO PS	7. COURSE OF STUDY TO FACILITATE MOVEMENT TO POST SCHOOL	8. STUDENT INVITED TO IEP MEETING	9. AGENCY REPRESENTATIVE INVITED TO IEP MEETING	10. PRIOR PARENTAL APPROVAL	ALL AREAS IN COMPLIANCE	
Andersoe	Michael	9238628850	398	Hispanic	F	Yes	1/8/2013	Yes	No	NA	Yes	Yes	No	Yes	Yes	NA	Yes	No	
Brown	Jasmine	1313541319	105	Multi-Racial	F	Yes	1/9/2013	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	
Evars	Cabin	4234563312	105	White	M	Yes	1/9/2013	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	No
Martinez	Yovanni	7538567539	192	Black	F	Yes	1/15/2013	Yes	Yes	NA	Yes	Yes	No	Yes	Yes	NA	NA	No	
Miller	William	5998455650	192	Black	M	Yes	1/7/2013	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Robinson	Cody	6756275476	182	Black	M	No													
Postsecondary Transition School System Summary								100%	80%	100%	80%	80%	40%	80%	100%	66%	100%	20%	

Postsecondary Transition Data Collection Signed Off on 1/15/2013 9:45:19 AM By Bonnie Dye



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Georgia Department of Education

Division for Special Education

FY2016 Data Collection

Transition Planning Survey

Directions for Uploading Individual Student
Transition Plan Documents

(Collection 2)

Georgia Department of Education
Twin Towers East
Atlanta, Georgia 30334-5001
Ph. 404-651-9500
Fax 404-651-5006
<http://www.doe.k12.ga.us>

Directions for Uploading Individual Student Transition Plan Documents Special Education Transition Planning Survey

1. Directions for Viewing and Uploading Individual Student Transition Plan Documents in the Special Education Transition Planning Survey

The uploading of student transition plans will be completed via the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing dticket@doe.k12.ga.us or by calling 1-800-869-1011.

The 2016-2017 Upload of Individual Student Transition Plans will be completed January 9-23, 2017. The report must be submitted to the Division for Special Education by midnight January 23, 2017. **Transition plans not uploaded by the assigned due date will adversely affect accurate determinations.**

For LEAs participating in GOIEP, selected transition plans and required documents can be accessed for review without uploading through the portal. However, districts are strongly encouraged to review these plans a second time prior to the submission deadline.

Users must first log in to the MyGaDOE Web Portal. The portal can be accessed through the Georgia Department of Education (GaDOE) Website at <http://www.gadoe.org/>.

IMPORTANT Please note: If a student appears on your list of students in Collection 2 who has withdrawn from your school district, please immediately contact Wina Low at wlow@doe.k12.ga.us or Carol Seay at cseay@doe.k12.ga.us. A replacement name will be provided for you.

SE Transition Planning Survey Location

On your Portal homepage, scroll until “SE Application Dashboard” is displayed on the left-hand side. Dependent upon your portal access, you will see a listing similar to the display below.



Select SE Transition Planning Survey

Special Education Applications Dashboard

School Year: 2015
 District: [Dropdown]

Application Name	Application Status	Start Date	Close Date	Submitted By	Submitted On	ReOpen
SE Timelines	Available for Data Collection	8/1/2014 12:00:00 AM	7/31/2015 12:00:00 AM			<input type="checkbox"/>
SE Pre School	Available for Data Collection	8/1/2014 12:00:00 AM	7/31/2015 12:00:00 AM			<input type="checkbox"/>
Post Secondary	Not Yet Available					<input type="checkbox"/>
SE Continuation of Services	Not Yet Available					<input type="checkbox"/>
SE PS Transition	Available for Data Collection					<input type="checkbox"/>

2. Selecting the Transition Plan Submission Application

On the Transition Planning Status Page, select Transition Plan Submission. The 'Activity Status' for the the Transition Plan Submission activity is listed as 'In Process'. The Activity Status will be updated upon submission of all student transition plans.

Please note that the 'Activity Status' for Transition Data Collection is 'Submitted'. Previously submitted data is viewable by selecting this activity.

The screenshot shows the MyGaDOE website interface. At the top, there is a search bar and a navigation menu with letters A through Z. Below the search bar, there is a message: "You have (0) new messages." The main content area is titled "Transition Planning Survey FY 2013 - Data Collection" and "Post Transition Planning Survey". The page includes a "County" dropdown menu and a "Status" dropdown menu. Below these, there is a table of activities:

Activity	Activity Status
Transition Data Collection	Submitted
Transition Plan Submission	In Process
GADOE Review	Not Yet Available

Below the table, there is an "Other Information" section with a link: [Download Transition Planning Survey Directions](#). A green arrow points to the "Transition Plan Submission" activity in the table.

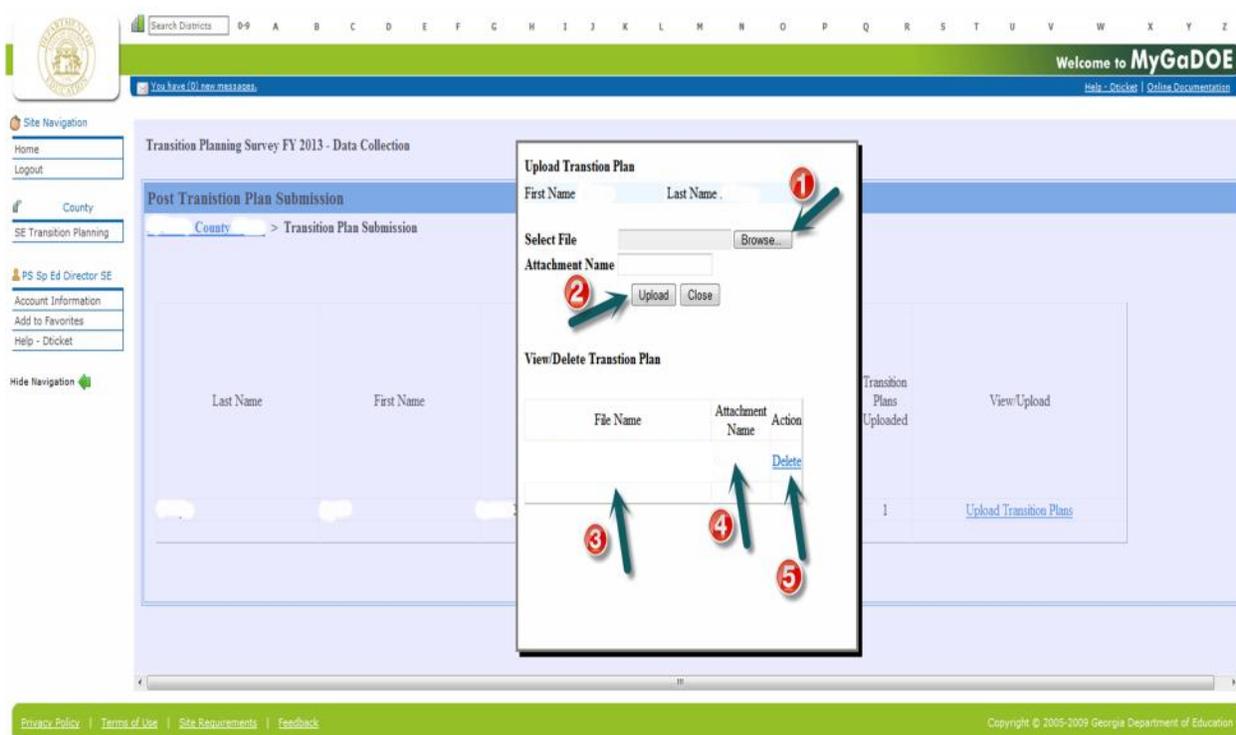
At the bottom of the page, there is a footer with links: [Privacy Policy](#), [Terms of Use](#), [Site Requirements](#), and [Feedback](#). The copyright notice is: Copyright © 2005-2009 Georgia Department of Education.

3. Selecting a Student for Transition Plan Upload

All students identified for review will be listed in alphabetic order. To open the submission page for an individual student, select 'Upload Transition Plan'.

The screenshot displays the 'Post Transition Plan Submission' page within the MyGaDOE system. The page title is 'Transition Planning Survey FY 2013 - Data Collection'. The main content area is titled 'Post Transition Plan Submission' and contains a table with the following columns: Last Name, First Name, GTID, School, Race, Gender, and Transition Plans Uploaded. A 'View/Upload' column is also present. A student with the last name 'A' is listed in the table. A blue arrow points to the 'Upload Transition Plan' link in the 'View/Upload' column for this student. The page also includes a 'Submit Students' button at the top and bottom of the table area. The footer contains the text 'Copyright © 2005-2009 Georgia Department of Education'.

4. Directions for Uploading Individual Student Transition Plans



Select 'Browse' (**Number 1**)

After selecting 'Browse', navigate on your computer to the transition plan for the selected student.

Upload Transition Plan

First Name Last Name

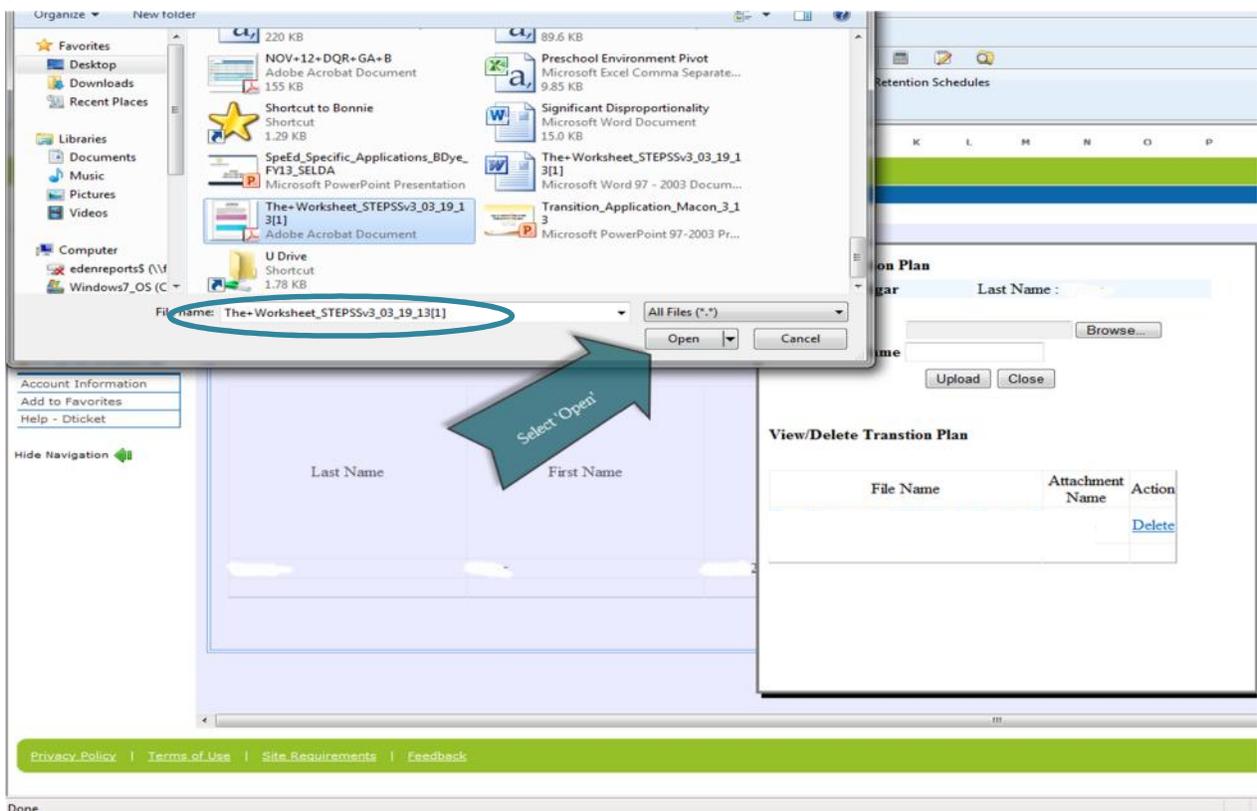
Select File

Attachment Name

View/Delete Transition Plan

File Name	Attachment Name	Action
		Delete

Select the transition plan. The file name will appear in the 'File name' dialog box. Select open to attach the file. The file name will appear in the 'Browse' dialog box.



- (Number 2)** Select 'Upload' to move the file to the Transition Planning Survey application.
- (Number 3)** The name of the file uploaded will now appear in the 'File Name' dialog box.
- (Number 4)** The 'Attachment Name' will be the last name of the student selected.
- (Number 5)** If needed, the file may be deleted and a new file may be selected for upload.
- (Number 6)** Select 'Close' to close the Upload Transition Plan dialog box and return to the student list.

Upload Transtion Plan

First Name : Last Name :

Select File C:\Users\Bonnie.Dye\Desktop

Attachment Name

View/Delete Transtion Plan

File Name	Attachment Name	Action
The+Worksheet STEPSSv3 03 19 13 [1].doc	Arroyo	Delete

5. Directions for Submitting the Transition Planning Survey – Individual Student Transition Plans

The Transition Planning Survey can be accessed multiple times but **once submitted, the survey cannot be changed.**

On the survey page, select “**Submit**”. This will submit the survey. You will not be allowed to submit your survey until all transition plans are uploaded. If you receive an error, select the student with missing information, make corrections and re-submit.

Transition Planning Survey FY 2013 - Data Collection

Post Transition Plan Submission

County: > Transition Plan Submission

Submit Students

Last Name	First Name	GTID	School	Race	Gender	Transition Plans Uploaded	View/Upload
			0103	Hispanic	M	1	Upload Transition Plans

Submit Students

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An electronic date stamp verifies successful transmission. Please print and retain a copy of this screen. Uploaded transition plans are available for review after submission.

Transition Planning Survey FY 2013 - Data Collection

Post Transition Plan Submission

> Transition Plan Submission

Postsecondary Transition Plan Submission is Signed Off on 4/1/2013 8:55:58 AM By PS Sp Ed Director SE

Last Name	First Name	GTID	School	Race	Gender	Transition Plans Uploaded	View/Upload
			0103	Hispanic	M	1	View Transition Plans

Postsecondary Transition Plan Submission is Signed Off on 4/1/2013 8:55:58 AM By PS Sp Ed Director SE

The Status page will now return an Activity Status of 'Submitted' for Transition Plan Submission.

Post Transition Planning Survey

Status:

Activities

Activity	Activity Status
Transition Data Collection	Submitted
Transition Plan Submission	Submitted
GADOE Review	Not Yet Available

Other Information

[Download Transition Planning Survey Directions](#)