# Thank you for taking the time to review frequent questions surrounding and related to the Transition Portfolios. We hope this resource provides you answers to your immediate and pressing questions. This document is updated regularly.

## **Which portfolio platform is appropriate for the Certificate of Completion course of study?**

*The Office of Special Education supports use of the following platforms:*

* **Google Sites** provides a pre-developed template with additional space for students who need to include a lot of external documents, photos, or videos as artifacts.
* **Google Slides** using [this link to access the template.](https://drive.google.com/drive/folders/1wPzW-9BQiQzvwHLPUpbhnXfL_HMAup1L)
* **Microsoft power point**

## **Must all students receiving special education services have a portfolio which includes all four component sections (Student Information, Student Learning Characteristics, Academic Skills, Employability Skills)?**

While transition portfolios may be developed for any student with an IEP, it is a requirement **only for** those students working toward a Certificate of Completion.

## **We need to make a copy of the template for Google Sites Template, Google Slides Template, or Microsoft PowerPoint template each time, for each student? If I forget to make a copy of the transition portfolio template or the Microsoft PowerPoint template, will I be able to recover what I did/the student did already before it is deleted?**

Yes, correct. Every time you open the template, the first thing should be to make that copy, for each student. If you do not do this, then you will be making edits on the State's Template. When someone opens/clicks that link - they will see your student information and changes you made. The portfolio will be deleted immediately by IDOE and you will not be able to recover any of the work you have done. It is vital to make sure to **MAKE A COPY**, as the first step before doing anything.

## **Does a student portfolio need to be uploaded annually?**

The student portfolio does not need to be uploaded annually into the IEP. Likewise, a link to the student portfolio does not need to be placed into the IEP document. An educator must, however, keep the portfolio on file at the local school level in order to demonstrate completion of the Certificate of Completion pathway.

File location and organization of the transition portfolios is a decision made by each local educational agency. Please seek counsel from your school administration regarding their policy and advisement in migrating the transition portfolio to your LEA’s preferred location.

## **Will the student portfolio replace the Summary of Performance?**

At this time, completion of a transition portfolio may not be used in lieu of the requirement to complete a summary of performance, per Indiana Department of Education.

## **Who will be monitoring the portfolios if not going to be a document within the IEP and will teachers still have to do the SOP for those with a portfolio?**

Portfolios will be monitored as part of the general supervision for IDEA. Just like schools may be audited for showing how students demonstrate employability skills so too can their portfolios be audited. Summary of Performance is still required for ALL students with an IEP.

## **Where do teachers consolidate the graduation pathway requirements?**

This question will be answered by individual school districts. Please seek counsel from your school administration regarding their policy and advisement in organizing graduation pathway requirements.

## **Can the previous work and assessments done in Kuder from Indiana Career Connect be accessed and used? We did all that work, and I cannot access it currently, is it lost forever or is there a way to recover it?**

The data inputted into Kuder isn't gone forever. DWD is working with another vendor and the information from Kuder is supposed to be available once the new INCE goes live. Please contact Pam Warner with DWD with any questions about Indiana Career Explorer. Her email is pwarner@dwd.in.gov.

## **Does the Portfolio start when a child turns 13 or when they enter high school?**

The portfolio can be started as early as the 6th grade; however, it is required in the year that the student turns 14 or enters 9th grade, whichever comes first.

## **How do I access Google Sites?**

To create an account: <https://support.google.com/mail/answer/56256?hl=en>

To duplicate the template: <https://drive.google.com/drive/folders/1wPzW-9BQiQzvwHLPUpbhnXfL_HMAup1L>

## **Should a student use the school’s google account or their personal account?**

Please defer to your administrative leadership regarding preference.

We recommend considering the following:

* Creating and using a student account is recommended because it can follow the student after high school. In other words, the student will still have access to the portfolio when they no longer have google access via their student account.
* Students may need to initially create a personal google account to share with their teacher(s). Sharing the link and password will allow the teacher(s) to help the student build their portfolio.
* If the student begins the portfolio using their student google account, they may need help in migrating their portfolio to their personal google drive PRIOR to leaving school.

## **Should email and phone numbers being used in the portfolio be that of parents, for those with more significant needs?**

If the student is going to need assistance with using the phone or email, then yes, include parent information and indicate that it is the parent’s contact information, or person they need to contact regarding the student.

## **Do we need permission from the parents to include the parents email?**

I would make sure the parents are aware their information is being included in the portfolio.

## **To use photos and videos do we need parental permission (form)?**

If your school doesn't have a general photo release form, then I would seek out parental permission for photos and videos. Speak with your administrators on how they would like to capture that release/permission.

## **The portfolio should always be first person, even if the teacher is doing most of the creating, correct?**

Yes, the portfolio should be written from the perspective of the student aka first person.

## **What is Pre-ETS?**

Pre-ETS Is Pre- Employment Transition Services.

## **How do we ensure student confidentiality?**

There are two parts to this question. Regarding photos and videos, there should be evidence of sharing permission granted from the student. Seek counsel from your administrative leadership in using your school’s recommended media release/photo release/informed consent forms and protocol.

Students also control confidentiality by managing security within the google portfolio. Student control, via protected password and sharing rights, who will have access to the information in their portfolio.

## **Can teachers share portfolio information with the family?**

Yes, until the student is 18, then they must have the student’s permission to share this information. An educator should explain to the student, however, which people will have access to viewing the developing portfolio. If a student has an appointed guardian, permissions must come from that guardian.

## **Where do I find the resource Dr. Kit for career exploration activities?**

Link to Dr. Kit and other exploration videos: <https://instrc.indiana.edu/resource-collections/career-videos.html>

## **Are Pre-ETS providers supposed to be working on the portfolios with our students?**

Pre-ETS providers can be a part of putting the portfolio together with the teacher of record.

## **Is the portfolio by the student and TOR different from the one Pre-ETS providers create with student?**

The requirements of the portfolio for Certificate of Completion and the requirements of the portfolio for Pre-ETS are the same. Therefore, educators and Pre-ETS personnel are complimentary in that information collected from Pre-ETS can readily be added to a student portfolio as artifacts across all four domains. Furthermore, if an educator would like certain information created for the portfolio and this relates to one of the five core Pre-ETS service areas (job exploration, work-based learning, career counseling, workplace readiness, and self-advocacy), the educator may request a Pre-ETS provider create that information for the portfolio.

## **Can the Pre-ETS portfolio be the portfolio for graduation if we are working together?**

The Pre-ETS portfolio has the same requirements as the transition portfolio and should be the same document.

## **Can a current transition IEP assessment be used for the portfolio?**

Yes!

## **Can Life Course documents be used for the portfolio?**

Yes! [This is the link for Life Course materials.](http://www.lifecoursetools.com/)

## **Where can I find an array of standardized and authentic assessments?**

You may use this link: <https://instrc.indiana.edu/transition-resources/transition-matrix.html>

## **Have you ever considered providing assessments with photo choices versus words?**

Cool site for making assessments using photos - https://connectability.ca/visuals-engine/

The Transition Tennessee website requires a login BUT there is a pictorial Interest inventory in their assessment database.

## **Are there other tools/assessments to help with middle grade Life Skills students? Very few choices show when you search "High Support Needs Assessment" for 6-8.**

For students with high support needs any assessment can be adapted to fit the student’s needs. Here is a link to resources for assessments for students with high support needs - <https://instrc.indiana.edu/pdf/resources/hsn-resources-student-assessment.pdf>

This link goes to a program where you can add pictures to make a choice board to make an assessment for students - <https://connectability.ca/visuals-engine/>

## **If I use the mynextmove.org interest survey, can it be updated / used again in high school? I try not to use transition assessments that should be used in high school so that they aren't used twice (in the IEP / IIEP).**

I know some districts use specific assessments at certain times but there is no state rule or regulation as to when you use a certain assessment. I think an interest survey in MS is very appropriate and there is great value in using many transition assessments more than once. Interest surveys certainly fall into this category. It is natural for interests to evolve as the student matures. And as long as it is not used two or more years in a row it is ok to use again or update any assessment.

## **Will the portfolio be part of the compliance for Indicator 13?**

Currently, it is not part of Indicator 13, but in the near future it will be.

## **What if a student from an out-of-state school moves to our school system and they do not have a portfolio they bring with them; will I need to start from scratch?**

Yes. Start where the student begins at your school. As you get to know the student, you/the team/others will likely be able to develop narratives in all four components. Try to gather as much collaborative information as possible from the previous school.

## **If a student is a move in and is in grade 10 or 11, do I need to start a portfolio for this student? Is the expectation that if we have a transferring student, we could technically be able to reach out and retrieve their portfolio that has already been started? Or are these links potentially being listed in IIEP in the case of a transfer?**

Yes, you can ask if the prior school can share the document/portfolio they have. Then you can pick up and continue. But yes, you would need to complete a portfolio for that student. If they are a transfer from IN they should have a portfolio started at this point, so you should be able to reach out, talk with your administrator for more assistance. The links will not be listed in IIEP, at this point in time, so you will need to reach out to the previous IN school.

## **We have a student graduating with a Certificate of Completion this year but will be staying until age 22 working on earning credits toward a general diploma. Do they require a portfolio?**

The 2023 cohort is the first cohort required to have a portfolio when earning a Certificate of Completion. When the student exits is when the portfolio needs to be completed by. So, if a student is a senior in 2023 but doesn't exit until 2026, the year the portfolio is completed is 2026. It is based on when the student exits from school as the cohort, they will be included in.

## **What if we don't know at the end of the year if they will return. Students who turn 22 next school year are included in the 2023 cohort for portfolios?**

If you are unsure if the student will be returning in the following year then it is best practice to have the Portfolio completed as if this was their last year.

## **Is there a specific number of artifacts that need to be uploaded?**

Yes. The Department of Education requires one artifact for each component (Student Demographics, Learning Characteristics, Academic Skills, and Employability Skills). Referencing the 2021-2022 Transition Portfolio Guidance Document, a suggested annual component focus is as follows:

* 8th and 9th grade – **Student Demographics** and **Learning Characteristics**
* 10th grade – Focus on **Academic Skills** and updating previous information
* 11th grade – Focus on **Academic Skills**, updating previous information
* 12th grade – Focus on **Employability Skills**

For each grade level and given the focus (noted above) for that year suggested by the Department of Education, ONE artifact will be required for that specific component. By the end of the student’s high school experience, a total of four artifacts will be the minimum required. Remember, student transition portfolios should be **ample and robust** throughout their high school experience.

## **As a rule of thumb, how many artifacts are recommended per "topic" (I am curious what number of artifacts is considered best practice --enough but not too much...?)?**

It is a minimum of 1 Artifact per domain. It is really going to depend on the student but the areas I would have at least 2 artifacts in would be academic skills and employment skills. The more the merrier! More provides the best, clearest picture of the individual.

## **When uploading artifacts, do we specify which component it is for?**

If you are using Google Sites, Google Slides, or Microsoft Power Point, you will need to organize portfolio artifacts into the appropriate component section.

## **Do I need to clean out old Progress Reports each year or just keep adding on?**

You can continue adding on, but just make sure that the most recent and relevant is highlighted in the portfolio. You may date them and show the most recent at the top or in better placement for the observer/reader.

## **Do you place only the employability skills benchmarks the student has mastered into the portfolio?**

You want to include information contained or described within those benchmarks whenever possible. Employability skill benchmarks can 'guide' content for this section of the portfolio. You do not have to indicate which benchmark you are referencing. The benchmarks will let you know what a student needs to work toward (transition service activities) in terms of employability. It's a global umbrella for you to look 'under' to find supporting evidence. A video could capture a LOT of the information from benchmarks! Please use other people, such as family or Pre-ETS personnel, to capture info for employability whenever you can.

## **Do you place student struggles and what they are, in the employability skills component section?**

Although we want to emphasize strengths, as anyone does on their resume, we must indicate the specific support needs which will facilitate success. You will describe this in the portfolio as the optimal support needs that the student must have to be successful. Be cautious on how you word these concerns – you would not say, “my student needs diapers changed every 5 hours,” you would want to be respectful and reframe that struggle to “the student will benefit from a consistent hygiene regimen.”

## **Is it important to list what kind of assistive technology a student uses in the portfolio?**

It is very helpful when the student has the name/kind of their assistive technology (AT) because when the student is transitioning to post-secondary or VR, the VR Counselor can give that information to the AT evaluator and disability service directors. Not all teachers/educators list the AT on the IEP, so adding to the transition portfolio will assist VR.

## **What other options are there if VR’s Pre-ETS provider is not available to work with the student and we need help to complete the portfolios?**

You can utilize peer mentors, peer or private tutors, Instructional Assistants (IAs) in the classroom, parents, siblings, friends, or community leaders. Anyone who knows the student may help, with permission from the student. Yes, as the teacher of record, you are responsible for completing the portfolio, but there are others who can assist with artifacts and portfolio ideas.

## **Do you publish the portfolio at the end of each school year?**

We recommend updating and publishing the portfolio at the end of every year. You may have to update in the middle of the year and republish, but it is a living document and it must be continually revised, updated, and published as needed. (Living Document as defined by Wikipedia: A living document, also known as an evergreen document or dynamic document, is a document that is continually edited and updated.) Once a portfolio I published, it may still be edited.

## **Do you need one portfolio in every format?**

No, only one format is needed.

## **I love these online versions; how do we then share them with student/Voc Rehab/parent and then they with an employer? Are we also printing these out to have a tangible version to pass on?**

When you publish, which we will show how to and demonstrate tomorrow - you have a link to share so that others can view the transition portfolio. You will select what kind of link you want to publish - an editing permission one - which anyone who opens it can edit that portfolio. You can also select and produce a link that allows for viewing only and interaction in the portfolio - but no editing rights. You do not need to print one out, unless requested by the student.

## **Which class cohort does the portfolio requirement apply to?**

The cohort of 2023 exiting students, having completed a Certificate of Completion course of study, must have a transition portfolio on record.

## **What do you do when a student does not work independently and will always need someone on the worksite indefinitely?**

Not being able to work independently and/or continually having workplace supports does not translate to an inability to secure and maintain competitive, integrated employment. Indiana is an Employment First state with competitive, integrated, community employment as the first and preferred option for working aged adults.

## **Our school does not allow Google Sites. We are not allowed to use Google either. We use Microsoft...it isn't nearly as user friendly as Google.**

You would then need to utilize PowerPoint which is a Microsoft product. PowerPoint is not as easy to share as much information. We do have an example of PowerPoint, so it may help some on the Padlet.

PowerPoint does allow some creativity with audio over the slides, embedding a video, fly-ins, and other options. It is not as user friendly based on a created template for you like the Google Sites format, but a great alternate if you cannot use Google, to complete the portfolios.

## **In Google Slides, with Revision History, student and teacher(s) can revert as much as needed or wanted. I think Revision History is available in Sites too. Anyone know for sure?**

Google Sites does have a revision history available.

## **As a student moves through 8th -12th grade and some of the information may change, do we change what others have put in or do we just add "below/above" it?**

Update to the most recent data and information gathered. Be cautious of deleting artifacts unless it is a complete change of idea or thought by the student. Add it is an updated item you are listing and add the updated date.

## **Are you able to use the divider vertically and horizontally?**

Yes, but it is not as a divider. It would be added as a border once you have text entered in a box. As a divider it is only horizontal. You can get vertical by using the preset templates at the top of that column, it will put the divider in vertically between image and text.

## **When embedding a document, how do you name it?**

You would embed the link, then you can insert a Text Box to title above or below the link. It will only Embed the Link, you will have to put in the text/vernacular you want or a title. You can even move where that Text box goes - to the side of the link, on top of the link, on the bottom of the link. Be creative and move it where you or the student want it.

## **Can you share tips for completing the portfolio for case managers who rarely see the students on their case load?**

You may ultimately be responsible for the completion of that portfolio, but getting/gathering data can be done by Pre-ETS providers, other teachers, parents, out of school community members who know that student. There are many ways to gather this data. Teachers of Record do not have to be the one to complete the portfolio. The student may work on the portfolio in another class, Pre-ETS counselors may work with a student on the portfolio, the artifacts needed could be completed with other school staff or others already listed above.

## **How do I share the Microsoft PowerPoint transition portfolio once it is done?**

To Share the PowerPoint document, it would need to be sent to the person they are wanting to share it with - via email. They can also share from a link, if they create a link from a drive they have. The student can also print out a copy for a hardcopy if they would like. PowerPoint would be a file or connected link to share. Depending on how it is saved.

## **How long is the school required to keep the transition portfolios on record or be able to access them? They are digital, but we don't always have access to things once students graduate.**

The same protocol for keeping all student records and IEPs should be used for portfolios which is typically at least 7 years.

## **Where do the portfolios go when they are completed, and the student is exiting school?**

It is a local decision as to whether to include the link in the IEP when the student is exiting. You will want to speak with your administrators and follow their request or your team's decision. You will want to make sure you have the editor's link to the portfolios (Sandy will share how to get this, in this demonstration). Where your team decides to keep and access those will be up to your administrators.

## **Once the transition portfolio in Google Sites is published, can you edit it? If so, will the updated information also be shared automatically?**

After you publish a site, you can still go in and edit the portfolio. Once you finish, just click publish again. It will show the current published one and one that says, "Draft". Once you click, "Publish" again, it will replace the old with the new. And the link will be the same.

**SUPER IMPORTANT** – After you publish your portfolios in Google Sites, go to the "Person Head with a Plus Sign" image in the upper Right corner on the Sites page - next to publish. You will want to click that, it will open a box and at the bottom you will then click Links - "Change" to undo the preset settings to Published Sites - Move to PUBLIC and not restricted. That will allow others to view the link.

## **When are Technical Assistance (TA) open office hours?**

Technical Assistance via the provision of open office hours occurs monthly in an ongoing basis. Topical Tuesday Open Office hours, sponsored by the Department of Education’s Michelle Oja, occur on the second and fourth Tuesday of each month from 2:30-4:30pm EST using this link: <https://iu.zoom.us/j/82795360211>. INSTRC Open Office hours, sponsored by the Center on Community Living and Careers, occur each Thursday from 2:30-4:30pm EST using this link: <https://iu.zoom.us/j/84184586146?pwd=RU5PZWlYT2l4ZWpyT1Q5dDVMdmhTUT09>.

## **Are the office hours for anyone...even if I don't live in Indiana? Feel free to come to our INSTRC office hours from wherever you are!**

INSTRC open office hours on Thursdays are open to anyone. Topical Tuesdays with IDOE and INSTRC are Indiana specific, to help answer questions relevant to Indiana.

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