

Local School Plan

The following plan describes how the partners listed will collaborate and implement the Memorandum of Agreement (MOA) developed between the Iowa Department of Education (IDOE) and Iowa Vocational Rehabilitation Services (IVRS); as well as the responsibilities of each entity as outlined within the Workforce Innovation and Opportunities Act (WIOA). For more information about the local school planning process, please refer to the [Local School Plan Implementation Guide](#).

High School: New Hampton HS

School Contact: Matt Manson, Principal: HS number 641-394-2134, m_manson@new-hampton.k12.ia.us

IVRS Office: Waterloo Area Office, 3420 University Ave, Ste D, Waterloo IA 50702

Office number: 319-234-0319

IVRS Contact: Carrie Snell-Counselor 319-215-3016/carrie.snell@iowa.gov; Jennifer Nuss-Supervisor 319-283-0789/Jennifer.nuss@iowa.gov

School Year: 2024-2025

Names and Job Titles of individuals who participated in developing the Local School Plan (*Suggested team members include IVRS/IDB staff, teachers, school counselors, AEA staff and administrators, school administrators, contracted program staff, Intermediary Network staff, community partners, businesses, parents and students with disabilities.*):

Matt Manson, Principal; Denne Brodbeck, PTC; Chris Paulus, Special Education; Matt Paulus, Special Education; Judy Lechtenberg, Work Experience Coordinator; Caitlyn Sittig, Special Education; Donna Hejhal, AEA Special Education Consultant, Alicia Helle-AEA Administrator and Carrie Snell-IVRS Counselor.

**A copy of the completed Local School Plan should be provided to each team member listed above. The team should determine how this plan will be shared.*

How will staff involved in secondary transition at this school be informed on the Local School Plan and VR (IVRS/IDB) services available to students with disabilities?

VR Counselor will provide email and written copies of the Local School Plan to applicable staff for their reference. VR Counselor will assume responsibility for coordinating service delivery and education of available services to applicable staff as needed or requested.

<https://ivrs.iowa.gov/education/high-school-students>

Responsibilities:

LEA Responsibilities	IVRS Responsibilities	AEA Responsibilities
Obtain signed consent forms and provide IVRS with a copy of educational records for students interested in participating in IVRS services.	Assist with obtaining a signed consent form for students interested in participating in IVRS services. Follow-up with the LEA to obtain a copy of educational records or documentation for students with disabilities referred for participation in Pre-Employment Transition Services (Pre-ETS) delivered by IVRS.	AEA support staff member serving the district participates in the local school plan process and provides support and coordination to the local school planning team as needed.
Provide documentation of assessments, work experiences, community experiences, and related Pre-ETS to IVRS as required under WIOA.	Follow-up with the LEA to obtain a copy of educational records or documentation for students with disabilities referred to IVRS to apply for services.	AEA administrator serving the district provides support to the team as needed if questions or concerns arise.
Refer students to IVRS for assistance with transition service needs and assist in coordination with the parents.	Follow-up on referrals and provide information to the school on student progress and services for inclusion in the IEP, etc. Participate in IEP meetings as requested either in-person or via technology.	
Provide information to IVRS as needed to coordinate and serve the student in transition.	Provide information to the LEA as needed to coordinate and serve the student in transition.	

Service Delivery (If additional columns are needed please use the [Additional Partners Template](#)):

Pre-Employment Transition Services (Pre-ETS)	Provided by LEA	Provided by IVRS	Provided by: Click or tap here to enter text.
<p>Job Exploration Counseling</p> <p><i>*Job Exploration Counseling can include a wide variety of activities which assist individuals with career-related issues. Discussion or counseling on job/career options is intended to foster motivation, consideration of opportunities and informed decision-making. Specific to youth, real-world activities ensure that students recognize the relevance of a high school and post-school education to their futures, both in college and/or in the workplace. Job exploration counseling</i></p>	<p>LEA will provide assessments to help identify interests and preference for students on 504's and IEP's.</p>	<p>Counselor will help potentially eligible 504/IEP students and existing IVRS clients by offering labor market information consistent with student interests and preferences identified in their IEP's.</p>	<p>AEA Work Coordinator will help students explore career interest through assessment and individualized meetings in preparation for unpaid work experience in high school.</p>

<p><i>activities can be done in conjunction with private, for-profit, public or nonprofit businesses in your community and/or through web-based resources.</i></p>			
<p>Work-Based Learning Experiences</p> <p><i>*Work Based Learning (WBL) is an educational approach or instructional methodology that uses the workplace or real work to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. It is essential that direct employer or community involvement be a component of the WBL to ensure in-depth student engagement. These opportunities are meant to engage, motivate and augment the learning process. These WBL opportunities can be done in conjunction with private, for-profit, public or nonprofit businesses in your community and/or through web-based resources. In addition, work-based learning requires in-depth engagement of youth and an evaluation of acquired work relevant skills.</i></p>	<p>LEA may connect students to unpaid work experiences.</p>	<p>IVRS counselor will collaborate with AEA and LEA to connect students with area employers for information interviews and job shadows. Counselor will monitor status of work experience with a focus on existing VR clients,</p>	<p>AEA will support qualifying students with employability goals in obtaining unpaid high school work experience and evaluate employability skills.</p>
<p>Counseling on Opportunities</p> <p><i>*Counseling opportunities for enrollment in comprehensive transition or post- secondary educational programs at institutions of higher education. It is essential that students and their family members be provided information and guidance on a variety of post-secondary education and training opportunities.</i></p>	<p>LEA will assist students by helping to educate them on academic competencies required to enter into a vocational training program, 2 year, or 4 year college when additional training or education is appropriate. LEA will assist with college visits for students.</p>	<p>IVRS counselor may partner with IA Works and community college staff to introduce students to a variety of options for post secondary careers in addition to 2 year and 4 year training; such as Job Corps, GAP training, Apprenticeships, U Of I Reach, Project Search and the SAVE program. IVRS counselor can offer to have speakers present to</p>	<p>AEA will help identify student needs in preparation for post secondary training if applicable based on student strengths, limitations and interests.</p>

		students with permission from LEA.	
<p>Workplace Readiness Training</p> <p><i>*Workplace readiness traits describe a number of commonly expected skills that employers seek from most employees. Work readiness skills are a set of skills and behaviors that are necessary for any job. Work readiness skills are sometimes called soft skills, employability skills, or job readiness skills.</i></p>	<p>LEA will facilitate opportunities for students to learn about financial literacy, social skills when possible.</p>	<p>IVRS counselor will utilize tools for financial planning and will educate on soft skills through mock interviews.</p>	<p>AEA will evaluate the readiness of qualifying students to move forward with unpaid high school work experience based upon required assessment and observations specific to student.</p>
<p>Self-Advocacy Instruction</p> <p><i>*Self-advocacy refers to an individual's ability to effectively communicate, convey, negotiate or assert his/her own interests and/or desires. Self-determination means that individuals with disabilities have the freedom to plan their own lives, pursue the things that are important to them and to experience the same life opportunities as other people in their communities. It means taking the responsibility for communicating one's needs and desires in a straightforward manner to others. The development of self-advocacy skills should be started at an early age. These skills will be needed in education, workplace and community settings.</i></p>	<p>LEA will provide students with opportunities to advocate for and identify their needs and interests during IEP meetings and regular classroom instruction.</p>	<p>Counselor will attend IEP meetings and 504 planning meetings whenever possible. Counselor will discuss self advocacy in college and work place settings.</p>	<p>AEA will support students in advocating for themselves and their needs throughout direct interaction and in meetings.</p>
<p>Instructional Training</p>	<p>When a student requires additional support staff to learn job skills, learn about the world of work, and explore occupations to make an informed decision about a future work goal, it is the responsibility of the district to</p>	<p>None</p>	<p>None</p>

	provide the staff required for this support.		
Job Coaching	Provide and/or pay for job coaching, when needed as part of the instructional component of the IEP.	IVRS will provide job coaching when it is needed for the student's long term career goal as outlined in the IPE.	None

Identified gaps in service delivery (including training needs identified by the team):

As requested by the high school, VR counselor will provide services along with PTC Denne Brodbeck on Wednesdays beginning in September. Services will be provided 2x a month and may be provided in .50 days as needed/students. VR counselor will make an effort to attend IEP's in person or virtually, when possible and will assist in obtaining consent forms and pre-ets from potential students/families and be available to answer parent questions about services. Counselor will work to collaborate with IA Works staff as needed or requested from school. Counselor will make an effort to communicate services without the usage of confusing acronyms. VR counselor would like to explore the idea of a summer camp for pre-ets students at school and work based learning opportunities in the community.

X

LEA Administrator Signature

X

IVRS Supervisor Signature

X

AEA Administrator Signature