

A.W. Beattie Career Center

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Ongoing, after I receive an invitation to an IEP meeting, I send information on the attached form to the support teacher to incorporate into a student's IEP. I send a roster of all students to each district in May and again in September asking them to identify all students with IEPs, 504 Plans and those who are ELL and I keep an excel spreadsheet of that information and we also upload the information into Skyward. I have begun uploading IEPs and 504 Plans into Skyward this year, also. We also did a joint meeting of special education leaders, principals and school counselors at the start of the year where our process was discussed.

I send a reminder at the start of the school year, as well as early spring, to the directors of special education at each sending district to forward to all 9th-12th grade support teachers to remind them to send all IEP meeting invitations for enrolled students to me, as well as those interested in attending A. W. Beattie in the future. I work with new teachers to ensure that our school is invited to the IEP meeting before the student is actually enrolled. Below is a sample email.

Please forward the following reminder to all of your 9th-12th district special education teachers:

- With scheduling for the 2018/2019 school year in full swing, I just wanted to send a yearly friendly reminder for the following:
- Please continue to send all IEP meeting invites for annual reviews on both current and interested/incoming students to me.
- For incoming students who may have decided late in the year to enroll, we will need a revision meeting scheduled either prior to the end of the school year (preferably) or right at the start of the school year in August.
- I will provide a form with information that should be incorporated into several specific sections throughout a student's IEP.
- We need to review SDI/Modifications as a team that will be implemented at AWBCC. Depending on a student's future goal, some SDI/Modifications that you may provide in the academic setting may not be recommended to implement at the CTC.

Thanks so much, as always, for the support of your students attending AWBCC!

AW Beattie Career Center Information to Incorporate into a Student's IEP 2017/2018 (DRAFT INFORMATION)

STUDENT IEP INFORMATION	
Student: Program: CIP Code:	Home School/Contact Teacher: Date of Meeting: Program Instructor:
<p>Present Levels of Academic Achievement and Functional Performance (Section II):</p> <p><i>**Any other career or interest inventories which (student) has done which correspond to (his/her) desire to become (job), or any other information which would link (his/her) desire for this field can and should be mentioned in this section.</i></p>	
<p>For students in Career and Technology Centers, CIP Code:</p>	
<p>Transition (Section III):</p> <p>Post-Secondary Education Goal:</p> <p style="padding-left: 40px;">Activities:</p> <p>Employment Goal:</p> <p style="padding-left: 40px;">Activities:</p>	
<p>Assessment (section IV):</p> <p>Local Assessments (NOCTI):</p> <p>Accommodations: <i>*Accommodations which a student received for the Keystone assessments can also be listed for the NOCTI assessment.</i></p>	

AW Beattie Career Center Information to Incorporate into a Student's IEP 2017/2018 (DRAFT INFORMATION)

STUDENT IEP INFORMATION

Goals (section V): **If a CTC goal is deemed necessary by IEP team, one can be written at the IEP meeting.*

SDI / Modifications (section VI): *A majority of SDI that a student needs to be successful in a general education classroom can be implemented at Beattie. **However, certain programs prepare students for State exams, which have minimal accommodations, if any, depending on the exam. **The SDI needs to be reviewed specifically at the meeting and discussed, for this purpose! Please remember our goal is to prepare students either for competitive employment, or for further post-secondary training in their chosen field. We don't want to "adapt" a student out of a future job!***

***Any SDI that the IEP team wishes to have apply at Beattie (after team discussion) either need to specify "AWBCC" in the location box, or if it states "Regular / general education classes" or something similar, that is fine, too.*

Location of student's program (section VII c.): **A.W. Beattie Career Center needs to be included as a building where the IEP will be implemented.** If you are unable to type it in, it is fine to handwrite it (it just needs to be on the final copy provided to the Special Populations Coordinator and the parent).