



How to Build a Successful Partnership: Pre-ETS Providers and Educators

Strong collaboration between providers and educators contributes to successful post-school outcomes for students. Below are strategies and important questions to ask when building a positive working relationship with educators.

At the Beginning

- Spend time developing an awareness of each other's resources and needs
- Explain any jargon specific to your role
- Share documents such as Individualized Education Programs (IEPs), 504 Plans, assessments, or provider reports
- Develop a brief survey to gather information about how Pre-ETS services could support and build on current classroom transition instruction
 - Use Google Forms or Survey Monkey
- Establish regularly scheduled meetings for ongoing check-ins throughout the school year
- Discuss how to maintain communication, through emails, phone calls, video calls, texting, and access to shared drives

What questions should I ask?

- What does a typical work day look like for you?
- Are you familiar with provider agencies and Vocational Rehabilitation (or VR)?
- How do you monitor your students' progress?
- What transition services are already being offered at the school (such as work-based learning, internships, or mentoring)?
- Are any students currently working? Or do any students have internships or volunteer?
- Is the teacher connected to any employers in the community?
- What do the students' schedules look like?
- What is the best way for us to communicate throughout the school year?



Planning Pre-ETS

- Develop a shared vision for Pre-ETS and build instruction to complement what's already happening in the classroom
- Avoid duplicating transition instruction
- Discuss student schedules to determine the most effective time for Pre-ETS to take place
- Learn about students in class
- Communicate frequently throughout the process to assess and improve instruction

What questions should I ask?

- What would you like students to gain from Pre-ETS?
- How do we ensure we are not duplicating services? What is already being done in the classroom?
- What topics should be covered during Pre-ETS?
- How should we decide what students need in relation to Pre-ETS?
- When can Pre-ETS occur during the school day?
- Is there a way for any services to be delivered before or after school?
- How will we ensure we have met goals?
- Which parts are each of us responsible for?
- What should I know about the students I will be working with?