**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?
* Can I see current assessments of students?
* Are there individualized behavior management plans in place for any students?