The outline below is designed as a guide for transition staff and teachers at _________________ High School who refer students with significant disabilities to BRS for transition assistance from high school to employment. The outline is intended to support increased collaboration.

______________ HIGH SCHOOL PROCEDURES FOR WORKING WITH BRS

I. Student Identification, Review and Referral to BRS

- After the ______ High School staff member identifies potential students with disabilities for referral to BRS, the school will obtain a signed release of information from the student or parent, (if under age eighteen), allowing for discussion and sharing of information with BRS.
- BRS liaison counselor should be contacted in the early Fall to schedule a time to meet with school staff to complete the informal review process. School staff will then refer the appropriate students to the BRS Orientation Group.
- The name of the current BRS liaison counselor can be found at the BRS website http://www.brs.state.ct.us/SchoolToWork/counselors.htm.
  - _________________________Liaison name and contact info (email, phone number, date)
  - _________________________School staff contact info (email, phone number, date)

II. Orientation for Referred Students to BRS

- BRS liaison counselor will provide ________ HS with orientation dates to be held at the school. With advance notice, BRS can also conduct an evening orientation at the high school for parents unable to attend a day session. OR
- BRS liaison counselor will provide ________ HS with a schedule to arrange individual orientation meetings.
- BRS request for special arrangements should be made directly to the BRS liaison counselor.

III. BRS Intake and Application Process

- Students or parent(s) (if student is under 18) interested in applying to BRS must contact the BRS liaison counselor to schedule an intake appointment. Intake appointments can be held at the high school or the local BRS office. School staff and parents should encourage the students/consumers to meet with BRS liaison counselor in the local BRS office, to become familiar and comfortable with the agency prior to graduation.
- When the intake is completed BRS will request copies of records from the school and/or health care provider to help determine eligibility.

IV. BRS Eligibility Determination

- BRS by law must establish eligibility within sixty days of application. Therefore it is crucial to receive all pertinent documentation related to the disability from the family and school.
- Occasionally BRS is unable to establish eligibility within the sixty days. If this occurs the counselor will request that the applicant sign a waiver to extend the time period beyond the sixty days.
- If the student is determined eligible the career counseling and guidance process will begin.
- If the student is not determined eligible a meeting will be offered to the family and school personnel to discuss the reason for the decision.

V. BRS Career Counseling and Plan Development

- Strong efforts will be made to develop a mutually agreed upon individualized plan for employment prior to graduation. As noted previously, school staff and parents should encourage the students/consumers to meet with the BRS liaison counselor in the local BRS office to become familiar and comfortable with the agency prior to graduation.

VI. BRS Service Provision

- All services provided to consumers of BRS are done so through a mutually agreed upon employment plan that may require approval of the local BRS office supervisor.
- The term “mutually agreed upon” is a contract between counselor and student/consumer.

School staff: ___________________________ Date: ___________________________
BRS liaison counselor: ___________________________ Date: ___________________________