

Level One Overview

According to New York State part 200 Education regulations, students age 12 and those referred to special education for the first time who are age 12 and over, shall receive an assessment that includes a review of school records and teacher assessments and parent and student interviews to determine vocational skills, aptitudes and interests. Best practices indicate that a Level One Assessment should be done annually for students with disabilities who are 12 years and older.

The Steering Committee of the GST BOCES Region Model Transition Program has developed one type of Level One Vocational Assessment and has posted it on this web site. This assessment includes a student interview or questionnaire component, a parent interview or questionnaire component and an annual assessment summary in which school personnel summarize the parent and student components, provide input from teachers and include a review of school records.

This format assists school personnel in ensuring that they are including pertinent transition information on the student's IEP. Indicator 13 items are included on this type of Level One Assessment and can be transferred to the appropriate section of the IEP (Post-Secondary Goals, Coordinated Set of Activities, etc.) Although Indicator 13 focuses on students with disabilities ages 15-21, many districts are including transition elements in the IEPs of younger students if appropriate.

The following are some suggested guidelines when completing this type of Level One Vocational Assessment:

The teacher, student and parent should agree on what type of format will be used; the interview format or the questionnaire format.

The interview format is one in which the teacher sits with the parent and student (either together or separately), asks questions, encourages comments and records the information. The teacher then reviews this information with the parent, student and other team members.

The questionnaire format is one in which the teacher has the student and parent complete the questionnaire and then meets with them and other team members and discusses the information that was provided from the questionnaire.

The teacher uses the Annual Assessment Summary:

- To summarize the information gathered from the parent and student components
- To provide his/her input relative to strengths, needs and recommendations
- To provide information obtained from a review of school records
- To provide a summary of the Transition Meeting (for students 15 and over or for younger students who are deemed appropriate)
- To document the agreed upon Post secondary Goals and
- Coordinated set of Activities (for students 15 and over or for younger students who are deemed appropriate)

The Level One Vocational Assessment is completed annually and is presented at the CSE meeting and/or 504 meeting.

The group who developed this format is aware that there are many ways to conduct Level One Vocational Assessments. If you have ideas on ways to improve this method or if you would like to share an assessment you are using please contact one of us:

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