

VRIS UPDATE

Transition Chapter Effective January 19, 2010 Number 249

SUMMARY OF UPDATES:

The Transition Chapter has been changed to amend the process of parental contact when a student is entered into QUEST. This change will be effective January 19, 2010 for new cases opened in the Transition Program in QUEST. The changes are as follows:

The “welcome” letter mailed to the parent will be mailed by the local office, rather than the state office. Included with the letter will be a copy of “Making It Work.” QUEST will prompt staff to send the “welcome” letter.

The letter will reference the Parent Planner and advise that it is available for review on the VR website. It will also advise parents that they can request a copy of the Planner be mailed to them.

The sample “welcome” letter to be used is posted on VRIS. The letter can be modified as appropriate.

The local office will need sufficient copies of Making It Work for mailing to the parents.

As the Planner will only be mailed out upon specific request, it is anticipated only a modest supply of the Planner will be needed at the local office.

VRIS POSTING:

The [revised chapter](#) has been posted on VRIS as well as the [sample letter](#)

TEAM COMMUNICATION:

The changes should be reviewed during team meetings.

LEADERSHIP CONTACT:

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