

HIGH SCHOOL GOAL: (IF NEEDED)

Transfer student into a better-fit high school setting (e.g., transfer school, YABC, HSE, specialized school setting)

Complete this worksheet if the young person is enrolled in high school and would benefit from a school transfer.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Ensure young person wants to transfer schools and is motivated to do so	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak to the parent, Case Planner, and school about the need to transfer schools	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Assess what type of transfer is needed and what type of high school setting would be best, based on age, credits, student needs, etc. (See Section 18 D of Manual and Appendix F8, Alternative High School Selection and Application Guide)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Once the type of high school setting is determined, create a vetted list of specific high schools/programs with the young person based on location, quality (graduation rate, school safety, etc.), student needs, and student interest; select some to visit*	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Reach out to potential schools/programs to ask about open houses, process, eligibility criteria, services offered, etc.	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit potential schools/programs with young person (and/or have parent visit with young person)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Follow-up with school/program and young person after visit(s) to debrief and hear their thoughts	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Apply to a best-fit school or HSE program; support young person through any interviews	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Enroll in best-fit school or HSE program; complete any paperwork	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Celebrate acceptance into the new school/program	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Follow up with young person before the first day of school to provide support/encouragement	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Follow up with young person after the first day to debrief/reflect on experience	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Follow up with young person after the first week to debrief/reflect on experience (if still enrolled at this point, mark goal as "completed")	<input type="radio"/> YES <input type="radio"/> NO		

*To assess key performance measures, including the graduation rate, climate, etc., look online at the schools' dashboard: <https://tools.nycenet.edu>

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Visit a Referral Center for High School Alternatives to determine best-fit option	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coach young person around motivation; practice interviewing as to why he/she wants to attend that school/program, why this time will be different, etc.	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> If student is not accepted to school/program they apply to, repeat the required steps above and apply to other schools/programs	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Work with school district to make any necessary changes to the students' IEP, if needed to transfer school (see Manual for guidance)	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other: _____ For additional space, please see reverse side.	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- **If transfers to a high school:** Proceed to "Complete school year promoted with 10+ credits" goal on High School Goals Roadmap and begin worksheet on **page 31**
- **If transfers to a YABC program:** Proceed to "Obtain high school degree" goal on High School Goals Roadmap and begin worksheet on **page 35**
- **If transfers to a HSE program:** Proceed to **Student Situation C** on High School Goals Roadmap on **page 8**
- **If transfers to an Alternate Assessment school:** Proceed to **Student Situation D** on High School Goals Roadmap on **page 8**

GOAL TRACKING			
START DATE: _____	<input type="checkbox"/> GOAL COMPLETED	DATE: _____	NEW SCHOOL/PROGRAM NAME: _____
YOUTH NAME: _____	<input type="checkbox"/> GOAL CHANGED	DATE: _____	_____
COACH: _____	NEW GOAL: _____	NOTES: _____	

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Other:			

ADDITIONAL NOTES