



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

January 4, 2006

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Local and Intermediate School District Directors of Special Education, Chief Executive Officers of Public School Academies, Transition Coordinators, Department of Corrections, Department of Community Health and Department of Human Services

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services (OSE/EIS)

SUBJECT: Approval of Transition Coordinators for Special Education

On May 20, 2005, certain administrative rules for special education were revised or became effective. One new rule that became effective on that date is R 340.1799g, Transition Coordinator; requirements. This rule establishes the qualifications for approval and reimbursement as a Transition Coordinator. Prior to this rule, professional special education personnel were authorized to provide transition coordination under R 340.1733(h). Professional special education personnel continue to be authorized to provide transition coordination under R 340.1733(h).

The new rule at R 340.1799g (see attachment A) will allow persons other than professional special education personnel to apply for approval as a transition coordinator. Upon approval, such positions (persons) become eligible for reimbursement as special education personnel. The new rule also allows professional special education personnel to apply for approval as a transition coordinator.

At subrule (2) of R 340.1799g, there is a “grandparenting” clause which states:
“(2) Within 2 years of the effective date of this rule, a person with documented successful experience under the OSE/EIS Transition Services and Transition Coordinator grant for transition shall be approved as a transition coordinator.”

OSE/EIS 06-01

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Grandpersoning Procedures (see attachment B)

The person must have been identified in the OSE/EIS grant application as providing transition coordination services within an intermediate school district (ISD) prior to May, 2005. Candidates need not be currently employed in this role, or currently employed by the ISD.

Procedures for Approval of New Candidates

The OSE/EIS presented the proposed rule, a supporting document as required in subrule (1) (c) describing the competencies and procedures for approval to the Special Education Advisory Committee (SEAC), along with a summary of the public comment on the rule, the competencies and procedures for approval. In March of 2005, the SEAC unanimously supported the proposed rule, the competencies and procedures for approval with the following recommendations:

1. Convene a referent group to develop a scoring/evaluation rubric as part of a new policy document that is an amendment to the approval procedures document.
2. Define the membership of the Peer Review Panel, and determine their qualifications.
3. Determine the appeal process or reapplication process in case in denial.
4. Monitor the qualification process, and establish consistency.

The OSE/EIS is in the process of implementing the above recommendations from the SEAC. This involves the creation of a procedures document that will also be subject to public comment. Until these procedures are final, the OSE/EIS will not process requests for transition coordinator approval under subrule (1) of R 340.1799g.

R 340.1799g Transition coordinator; requirements.

Rule 99g. (1) Full approval as a transition coordinator shall be granted by the department to a person who meets all of the following requirements:

(a) A bachelor's or graduate degree in special education or a field related to transition of youth with disabilities into adult life roles. Related fields include, but are not limited to, general and vocational education, vocational rehabilitation, and counseling.

(b) A minimum of 3 years of satisfactory teaching experience in special or vocational education at the secondary level; or a minimum of 3 years of satisfactory employment providing transition-related service to individuals with disabilities between the ages of 13 to 26 years.

Transition-related services include, but are not limited to, vocational rehabilitation, employment, counseling, independent living, and mental health. A person with a master's degree in special education or field related to transition of youth with disabilities into adult life roles shall be credited with 1 year of employment.

(c) Approval under competencies and procedures established by the state board of education.

(2) Within 2 years of the effective date of this rule, a person with documented successful experience in providing transition coordination services under the transition services grant for transition shall be approved as a transition coordinator.

Michigan Department of Education
Office of Special Education & Early Intervention Services (MDE-OSE/EIS)

**FULL APPROVAL FOR TRANSITION COORDINATOR (Grandpersoning)
Policy & Criteria**

POLICY

1. Transition Coordinator approval is granted to a candidate who has been employed under the Transition Services and Transition Coordinator Grant to intermediate school districts (ISDs) prior to May, 2005.
2. A request for approval must be received by the MDE-OSE/EIS by May 31, 2007 for those eligible under the grandpersoning clause.
3. Approval requests received after May 31, 2007 will not be processed and the candidate must follow procedures for requesting new Transition Coordinator approval.
4. Transition Coordinator approval does not expire.
5. Transition Coordinator approval shall be valid for employment in any school district, public school academy or intermediate school district in Michigan.
6. Approval will be effective on the date of hire as a Transition Coordinator in the school year in which the application for approval was submitted to the MDE-OSE/EIS.

CRITERIA

1. The candidate was employed as a transition coordinator prior to May, 2005 under the Intermediate School District Transition Services and Transition Coordinator Grant.
2. The candidate successfully provided transition coordination services as demonstrated by the following competencies:
 - Knowledge of transition foundations to develop transition education, activities, and services for students, families, and service providers.
 - Effective facilitation, coaching, and leadership skills at a group and individual level.
 - Ability to engage in collaborative transition service delivery, and utilize interagency agreements.
3. Personnel signatures by the candidate, administrator (where employed at the time of grant), and ISD Superintendent/designee (where employed at the time of the grant).

PROCEDURES FOR CANDIDATE EMPLOYED BY ISDs UNDER THE TRANSITION SERVICES AND TRANSITION COORDINATOR GRANT TO INTERMEDIATE SCHOOL DISTRICTS PRIOR TO MAY, 2005.

The candidate may:

1. Initiate the request by completing the Full Approval for Transition Coordinator (Grandpersoning) form.
2. Forward all information to ISD Superintendent (where employed at the time of the grant);
3. Retain a copy of the request form.

The ISD will:

1. Determine if the request is accurate and complete.
2. Return signed approval form to candidate.

The candidate will:

1. Submit completed form to:

Laurie Bradley
MDE-OSE/EIS
608 W. Allegan St.
Lansing, MI 48933

MDE-OSE/EIS will:

1. Review approval request.
2. Send letter of approval to the candidate.
3. Retain letter of approval copy.
4. Maintain Transition Coordinator approval database.

PROCEDURES FOR CANDIDATE EMPLOYED BY A LOCAL DISTRICT UNDER THE TRANSITION SERVICES AND TRANSITION COORDINATOR GRANT TO INTERMEDIATE SCHOOL DISTRICTS PRIOR TO MAY, 2005.

The candidate may:

1. Initiate the request by completing the Full Approval for Transition Coordinator (Grandparenting) form.
2. Forward all information to district (where employed at the time of the grant).
3. Retain a copy of request form.

The District will:

1. Determine if the request is accurate and complete.
2. Return signed approval form to candidate.

The candidate will:

1. Forward form to ISD Superintendent/designee (where employed at the time of the grant).

The ISD will:

1. Determine if the request is accurate and complete.
2. Return signed approval form to candidate.

The candidate will:

1. Submit completed form to MDE-OSE/EIS.
2. Retain a copy of signed request form.

MDE-OSE/EIS will:

1. Review approval request.
2. Send letter of approval to the candidate.
3. Retain letter of approval copy.
4. Maintain Transition Coordinator approval database.

FULL APPROVAL FOR TRANSITION COORDINATOR (GRANDPERSONING)

Note: Documentation that supports the following statements must be maintained in this candidate's file for audit purposes.

The employing school district and intermediate school district retain all responsibility related to the accuracy of this request.

Candidate's: Last Name _____ First Name _____ MI _____

Mailing Address: _____

Telephone #: _____ E-mail: _____

ISD/LEA Name (where employed at time of grant): _____

ISD/LEA Name: (where currently employed): _____

Effective Date: Month _____ Date _____ Year _____

Dates of Employment under the Transition Services and Transition Coordinator Grant: _____

Yes No 1. This candidate was employed as a transition coordinator prior to May, 2005 under the Intermediate School District Transition Services and Transition Coordinator Grant.

Yes No 2. This candidate successfully provided transition coordination services as demonstrated by the following competencies:
▪ Knowledge of transition foundations to develop transition education, activities, and services for students, families, and service providers.
▪ Effective facilitation, coaching, and leadership skills at a group and individual level.
▪ Ability to engage in collaborative transition service delivery, and utilize interagency agreements.

3. Personnel signatures by the candidate, employing administrator, and employing ISD.

PERSONNEL SIGNATURES:

Candidate Date

Employing Administrator during designated grant period Date

ISD Superintendent/Designee during designated grant period Date

Return To: Laurie Bradley
MDE-OSE/EIS
PO Box 30008
Lansing, MI 48909

Telephone #: 517-373-2677
E-mail: bradleylm@michigan.gov