

# VR Checklist for Students

This checklist can help you and your student prepare for Pre-Employment Transition Services offered by the Bureau of Services for Blind Persons (BSBP) Vocational Rehabilitation (VR) Program.

First Name:

Last Name:

## Applying for Services

1

### Learn what Vocational Rehabilitation (VR) is.

- Talk to friends and family who have received VR services.
- Check out the BSBP website and the transition services/programs offered throughout the state of Michigan.

2

### Gather information about your local BSBP office.

- Address:
- Website:
- Phone Number:

3

### Contact your local BSBP office to apply for services.

- Request accessible materials for orientation and intake appointments.
- Show up to all appointments. If you are unable, let the VR office know in advance.
- Complete and submit the Potentially Eligible Referral form and Pre-ETS Packet.
- After submission, you will be assigned to a VR counselor. If, after a few weeks, you still have not been notified of your assigned VR counselor, follow up with the VR office.

4

### Gather information about your VR counselor.

- Name:
- Phone Number:
- Email:

5

**Collect documentation that shows you have one or more disabilities. Here are some examples of what VR may ask you to provide:**

- Eye Report
- Medical Report
- Letter or documentation from your doctor
- Social Security benefit verification letter ([ssa.gov/myaccount/proof-of-benefits.html](https://ssa.gov/myaccount/proof-of-benefits.html))
- Individualized Education Plan (IEP) or 504 Plan from school
- Accommodations letter or plan from college

## Sharing More About Yourself

6

**Collect the results of any assessments or evaluations of your strengths, weaknesses, and career goals to share with your VR counselor.**

7

**Gather information about how you communicate with others in school and the community.**

→ **7A:** What communication tools and strategies work for you?

→ **7B:** What communication challenges do you experience?

8

**Consider the kinds of accommodations or assistive technologies that you use.**

Reader

Braille

Text to Speech

Hearing aids or cochlear implants

Large Print

Other

CCTV

9

**List any other accommodations and assistive technologies you would like to try to see what works best for you at home, in school, and the community.**

10

**List disabilities or disorders and how they challenge you at home, at school, or in the community.**

# Planning for the Future

11

**Describe what you want to do after high school.**

12

**List your interests, hobbies, and passions.**

13

**Describe what people have said that you would be good at.**

14

**Do you want to go to vocational school or college?**

Vocational school

College

15

**If you had a job or volunteered, describe what you liked and did not like about the experience.**

16

**List the careers, majors, or industries you want to learn more about.**

17

**Would you be interested in attending our Training Center in Kalamazoo?**

Yes

No

18

**Do you want to visit a company or organization related to your career interests?**

Yes

No

19

**Do you want to ask questions about careers or complete a job shadow with a visually impaired or blind individual?**

Yes

No

20

**Do you want to gain experience in different jobs to discover what you like and dislike?**

Yes

No

21

**List the skills and education required for your desired career.**

22

**Describe the accommodations, tools, and equipment you might need to participate in the above activities.**

23

**Note anything else you want your VR counselor to know about you.**

## **After a Meeting: Consider Next Steps**

24

**Describe what you discussed at the last meeting and the next steps you need to take.**



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**LABOR & ECONOMIC  
OPPORTUNITY**



**Bureau of Services for Blind Persons**  
Michigan Department of Labor  
& Economic Opportunity  
Office of Employment & Training  
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