



# Transition Passport Instructions

## How to create and use the Transition Passport Binder



### Creating the Transition Passport Binder

- Purchase a durable 3-inch, 3-ring, clear-view binder for each team member.
- Locate the cover, index, title and subtitle pages for the Transition Passport Binder. Print these pages onto cardstock. Place the cover page inside the clear-view front pocket of the binder. Place the index, title pages and subtitle pages in page protectors and insert them in this order inside the binder: “Vocational”, “Daily Living”, “Personal Life” and “Community.”
- *See the next page for the complete structure of the Passport.* Note that there may be additional sections added to the Passport in the future. Unique will promptly inform you of any additions and will provide you with the latest material for the Passport Binder.
- Locate the page tab labels. Create tabs using one of the two methods:
  - *Larger Tabs - 1" x 4" (20 labels per sheet). (Most cost effective)*  
Create tabs from provided labels by placing the printed label onto its corresponding page and then placing a blank label onto the back side of the page/label. This will create a tab for use in quickly locating title and subtitle pages.
  - *Smaller Tabs with Clear-view Dividers - 1.75" x .5" (80 labels per sheet)*  
Place the title and subtitle pages into the clear-view dividers. Place the tabs into the appropriate slots for the divider pages.





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### Transition Passport Structure



#### 1) Vocational

- Résumé
- Classroom Vocational Activities
- Volunteering
- Job Interest Surveys
- Community Job Training
- Job Tours
- Interviewing
- Evaluation Tools
- Adaptive Tools



#### 2) Daily Living

- Using the Phone
- Clothing
- At Home
- Safety
- Health
- At Work
- Evaluation Tools



#### 3) Personal Life

- Relationships
- Personal Care
- Everyday Communication
- Feelings and Emotions
- Rights and Responsibilities
- Making Decisions
- Evaluation Tools



#### 4) Community

- Shopping
- Eating Out
- Recreation and Leisure
- Evaluation Tools



# Transition Passport Instructions

## How to create and use the Transition Passport Binder



### Using the Transition Passport Binder

The Transition Passport Binder is a four-part resource for team members. The sections include: Vocational, Daily Living, Personal Life and Community. Each month, lessons are presented through the Monthly Instructional Topics that may be completed and saved within the Transition Passport Binder. In addition, lessons will also reference tools in the Transition Passport Toolbox that may be appropriate for extending learning and life skills. This growing collection of tools creates a valuable resource for each individual and his/her team as they plan for future educational, vocational and adult living outcomes. Lessons within the Monthly Instructional Topics that are suggested for placement into the Transition Passport will be designated in the lesson plans. They will be shown as:

**Transition Passport / Section Title / Section Subtitle / Tool Title**

(e.g. **Transition Passport / Vocational / Resume / *Personal Resume***)

It is important to update each individual's Transition Passport each month. A checklist is provided as a reminder of possible updates that may be necessary.\*



### Transition Passport Monthly Checklist

Did you remember to:

- \_\_\_\_\_ Update Classroom Vocational Activity Reviews and the Summary Log
- \_\_\_\_\_ Update Volunteer Activity Reviews and the Summary Log
- \_\_\_\_\_ Update Job Interest Surveys and complete the Summary Log
- \_\_\_\_\_ Update Community Job Training Review(s) and the Summary Log
- \_\_\_\_\_ Update Job Tour Review and the Summary Log
- \_\_\_\_\_ Update Interview Reviews and the Summary Log
- \_\_\_\_\_ Update Evaluations and Summary Log
- \_\_\_\_\_ Insert Daily Living, Personal Life and Community Lifelines that are needed for each individual.

\*Note that the Transition Passport Toolbox will be constantly updated throughout the year. For more detailed information about using the Transition Passport, visit the Transition Passport section in the n2y support center.

# TRANSITION Passport



## Transition Passport





# Index



## Vocational



Resume



Classroom  
Vocational Activities



Volunteering



Job Interest Surveys



Community Job  
Training



Job Tours



Interviewing



Evaluation Tools



Adaptive Tools

## Daily Living



Using the Phone



Clothing



At Home



Safety



Health



At Work



Evaluation Tools

# Personal Life



Relationships



Personal Care



Everyday  
Communication



Feelings and  
Emotions



Rights and  
Responsibilities



Making Decisions



Evaluation Tools

# Community



Shopping



Eating Out



Recreation and  
Leisure



Evaluation Tools



# Index



• Vocational

\_\_\_\_\_



• Daily Living

\_\_\_\_\_



• Personal Life

\_\_\_\_\_



• Community

\_\_\_\_\_



# Index

# Vocational



## Vocational

- Resume
- Classroom Vocational Activities
- Volunteering
- Job Interest Surveys
- Community Job Training
- Job Tours
- Interviewing
- Evaluation Tools
- Adaptive Tools

# Vocational

# Vocational



## Resume



Resume

# Vocational



## Classroom Vocational Activities



Classroom Vocational Activities

# Vocational



## Volunteering



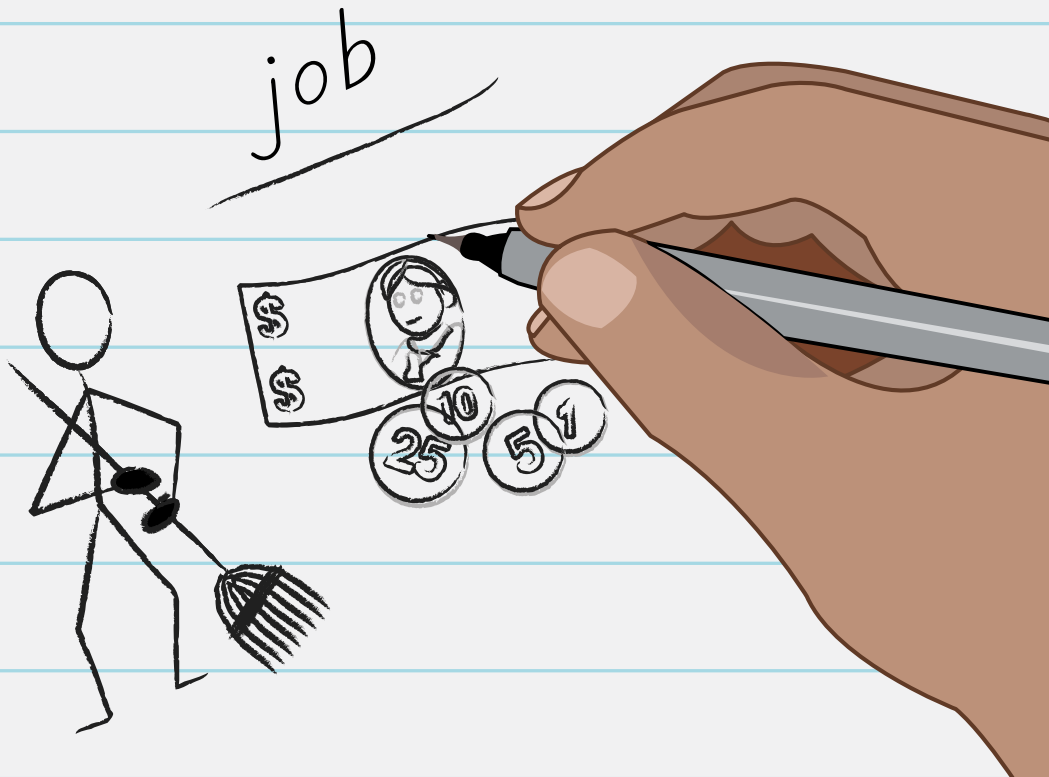
Volunteering



# Vocational



## Job Interest Surveys



Job Interest Surveys

# Vocational

## Community Job Training



Community Job Training

# Vocational



## Job Tours

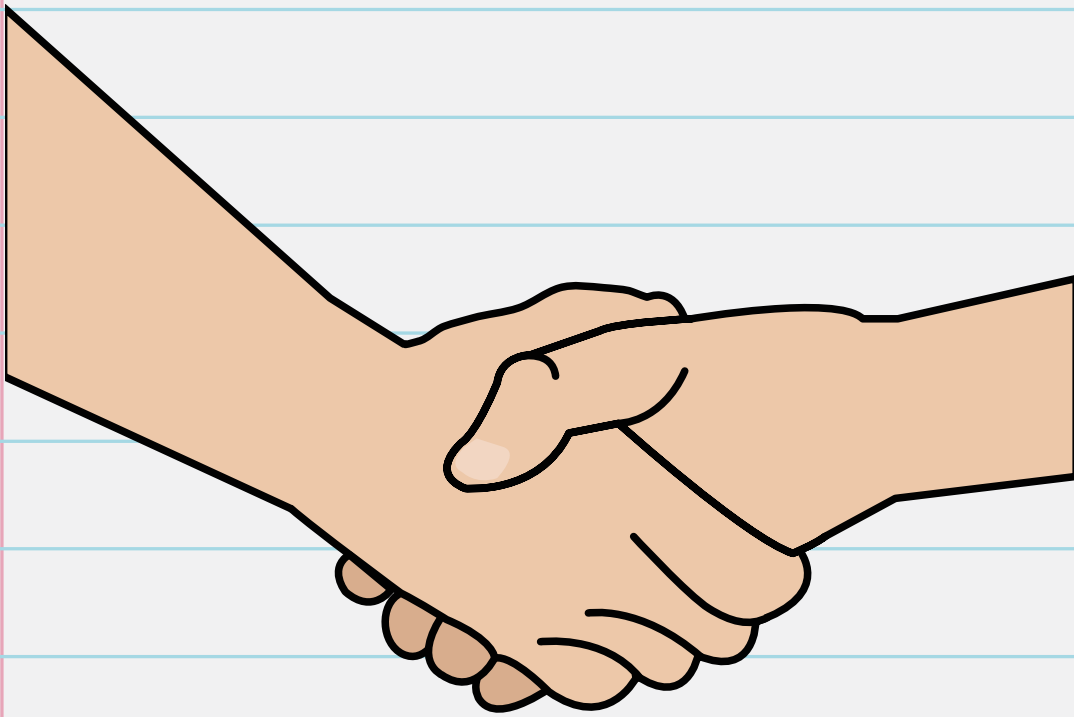


Job Tours

# Vocational



## Interviewing



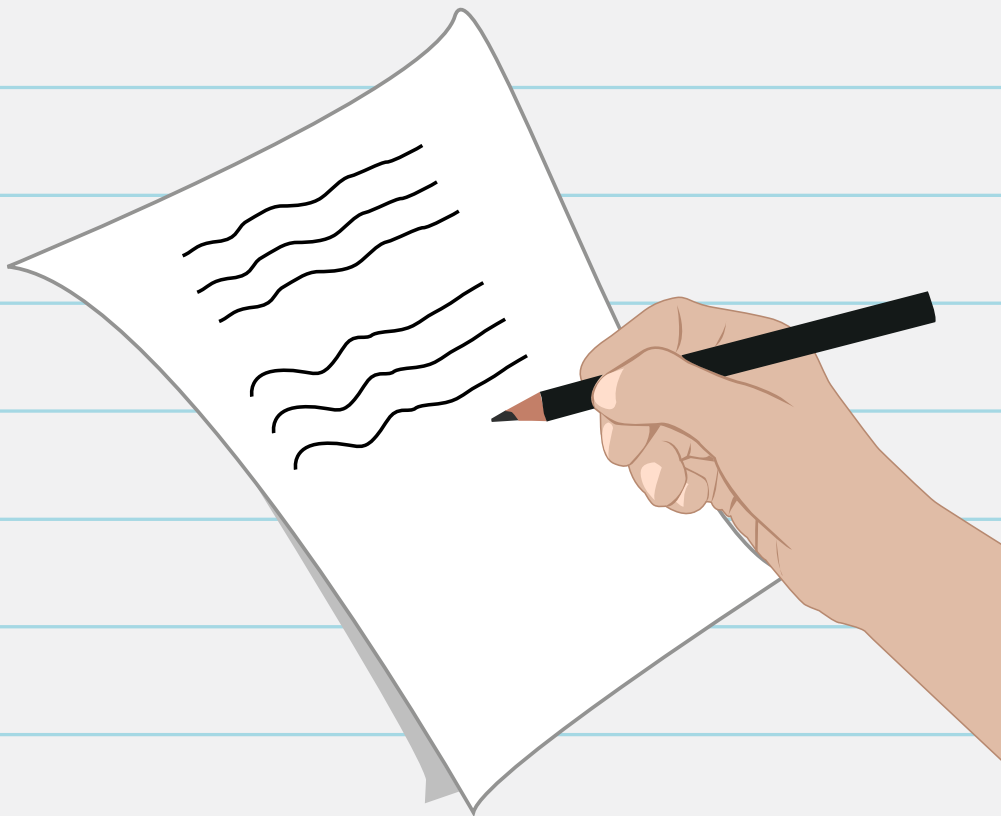
Interviewing

# Vocational



## Evaluation Tools

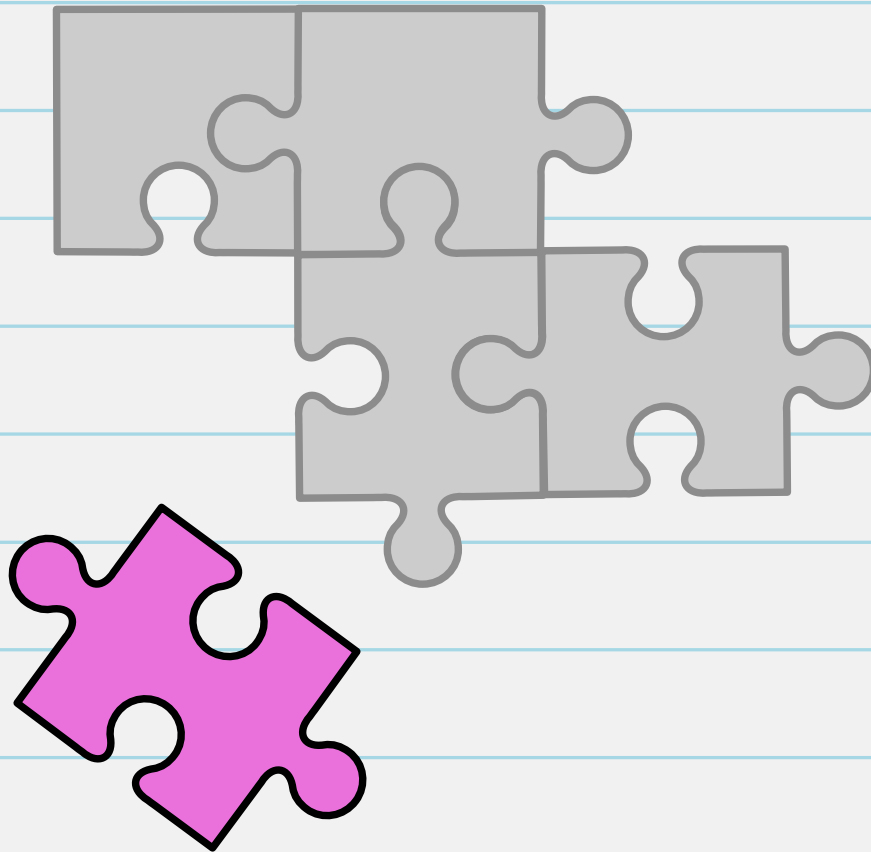
### ● Evaluation Tools



# Vocational

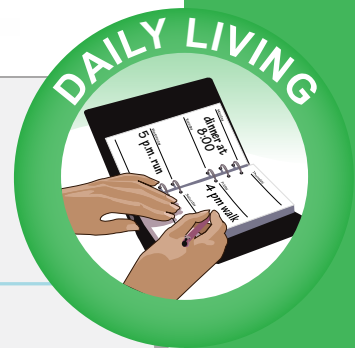


## Adaptive Tools



Adaptive Tools

# Daily Living



## Daily Living

- Using the Phone
- Clothing
- At Home
- Safety
- Health
- At Work
- Evaluation Tools

# Daily Living

# Daily Living



## Using the Phone



Using the Phone



# Daily Living



## Clothing

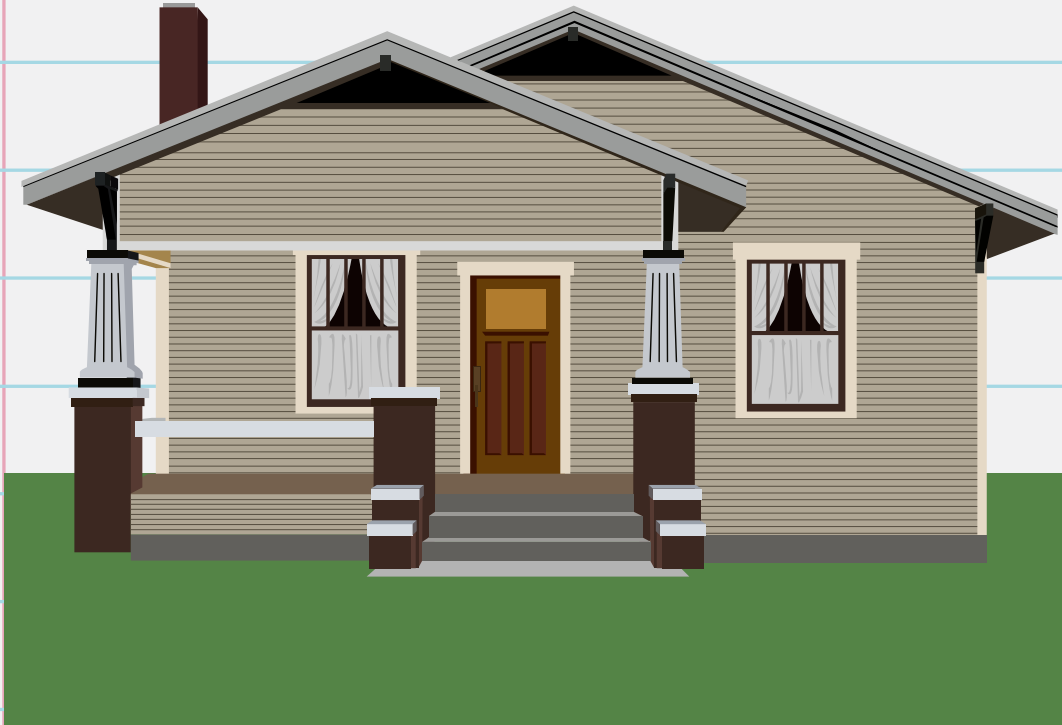


Clothing

# Daily Living

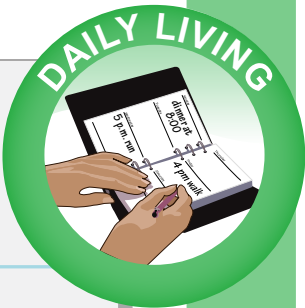


## At Home



At Home

# Daily Living

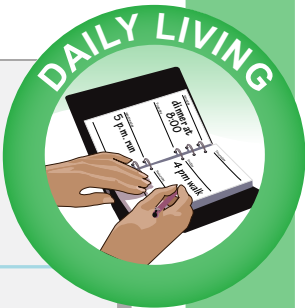


## Safety



Safety

# Daily Living

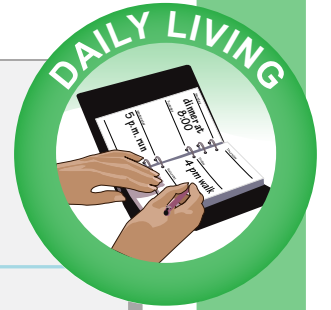


Health

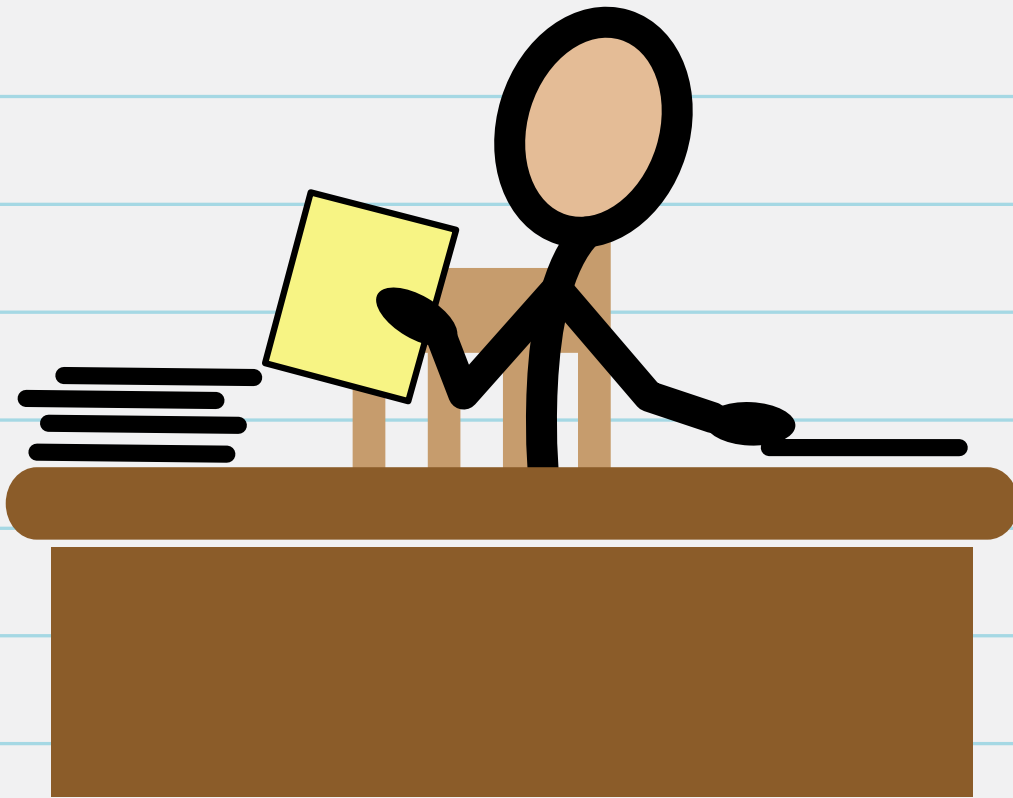


Health

# Daily Living

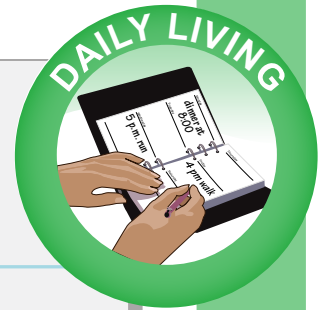


## At Work

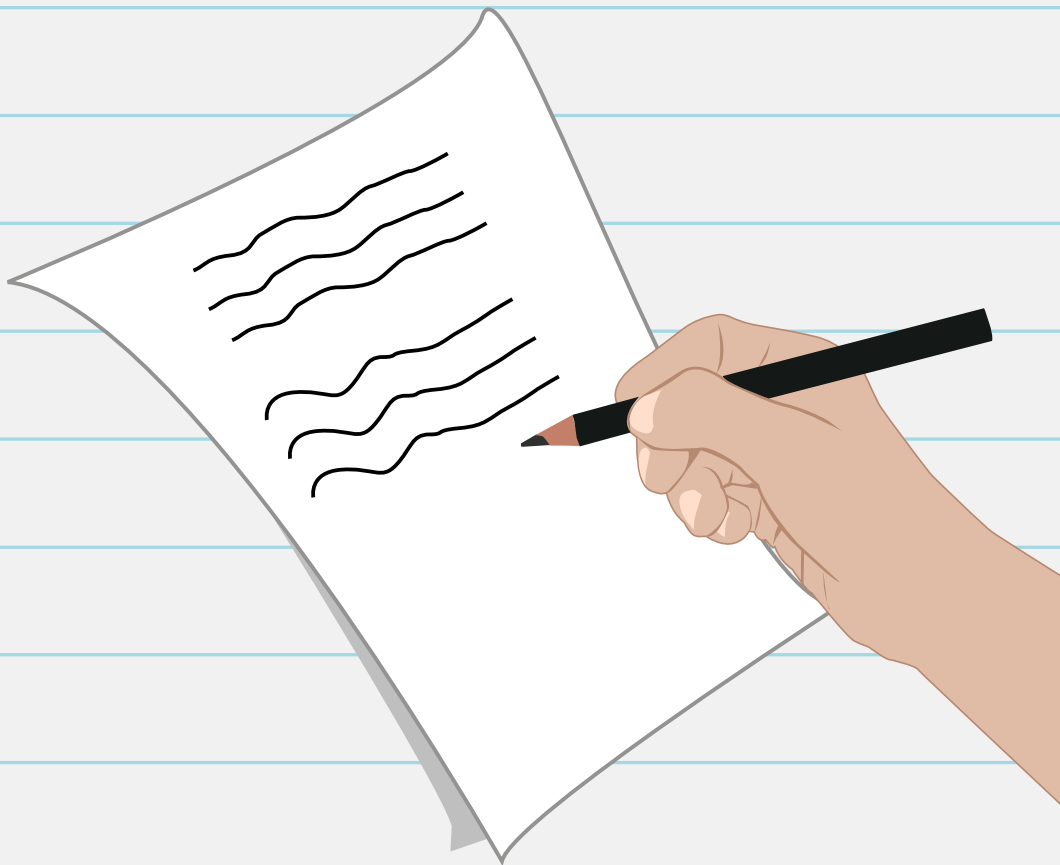


At Work

# Daily Living



## Evaluation Tools



Evaluation Tools

# Personal Life



- Personal Life** \_\_\_\_\_
- Relationships
  - Personal Care
  - Everyday Communication
  - Feelings and Emotions
  - Rights and Responsibilities
  - Making Decisions
  - Evaluation Tools

Personal Life

# Personal Life



## Relationships



Relationships



# Personal Life



## Personal Care



Personal Care

# Personal Life



## Everyday Communication



Everyday Communication

# Personal Life



## Feelings and Emotions

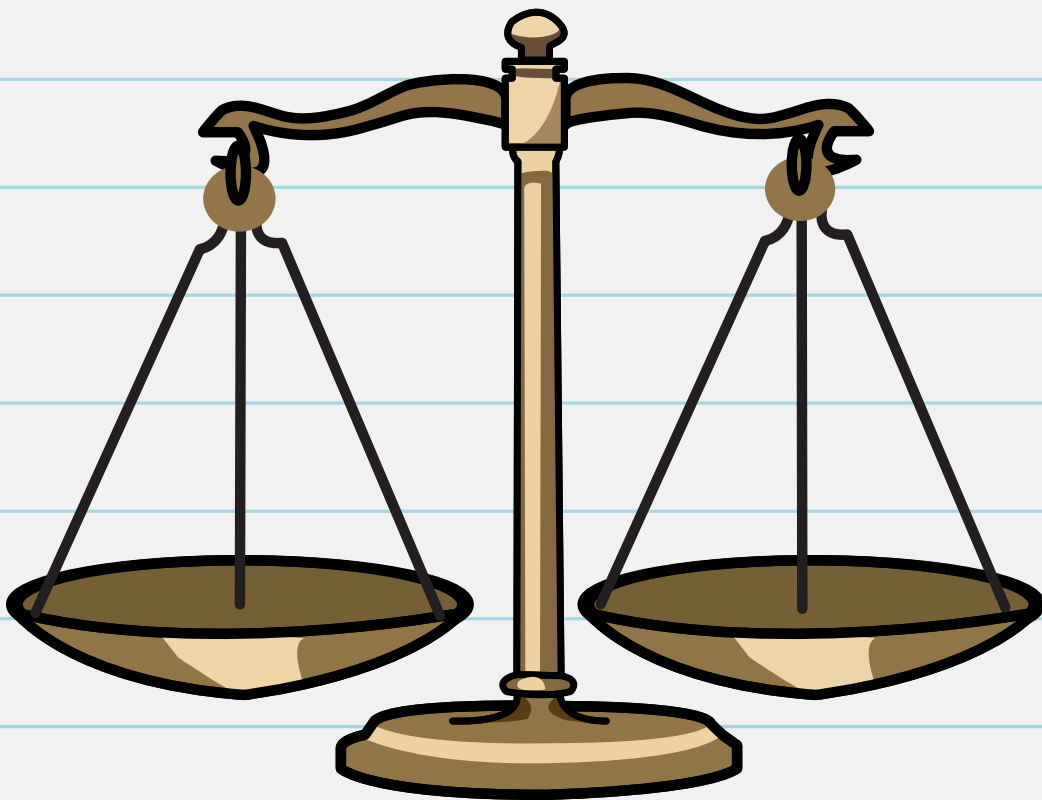


Feelings and Emotions

# Personal Life



## Rights and Responsibilities



Rights and Responsibilities

# Personal Life



## Making Decisions

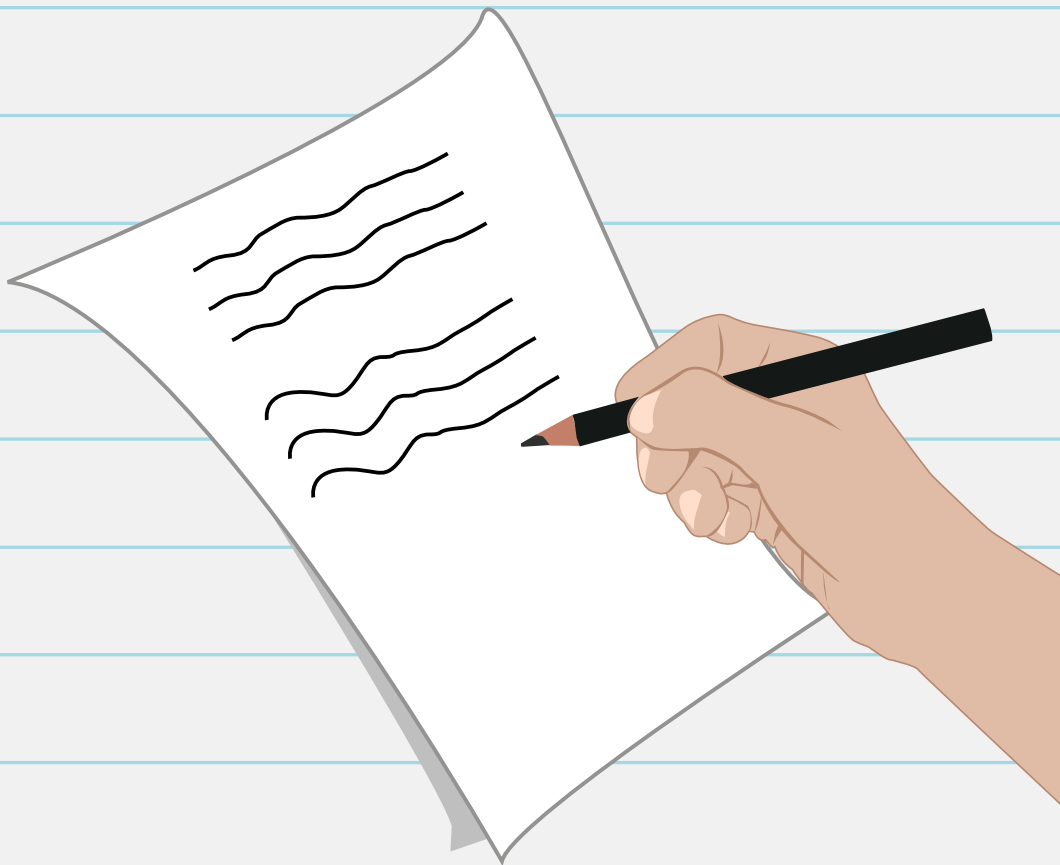


Making Decisions

# Personal Life

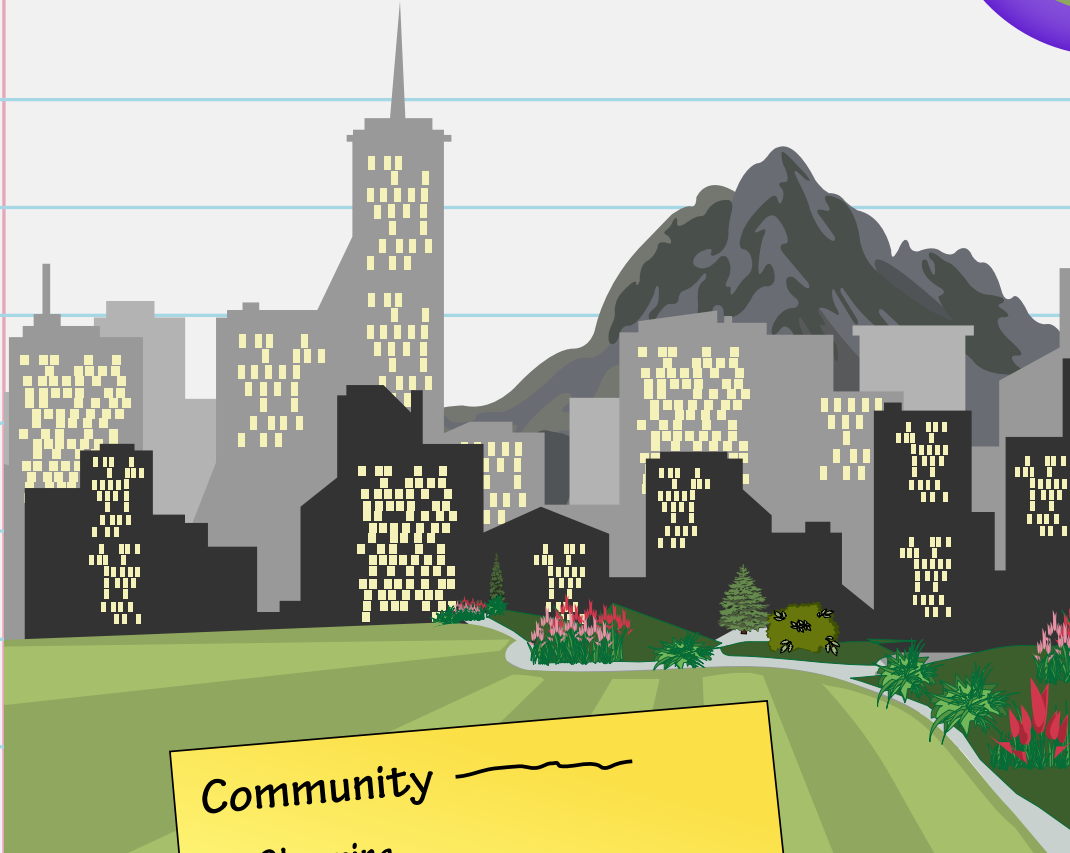


## Evaluation Tools



Evaluation Tools

# Community



## Community

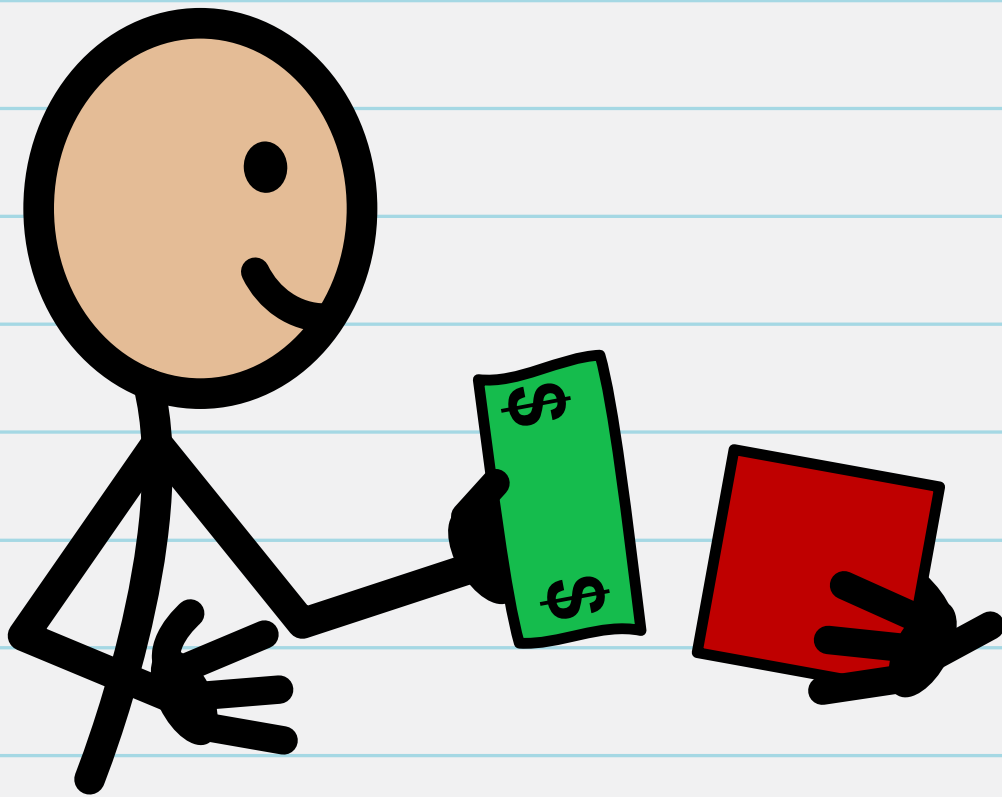
- Shopping
- Eating Out
- Recreation and Leisure
- Evaluation Tools

Community

# Community



## Shopping



Shopping



# Community



## Eating Out

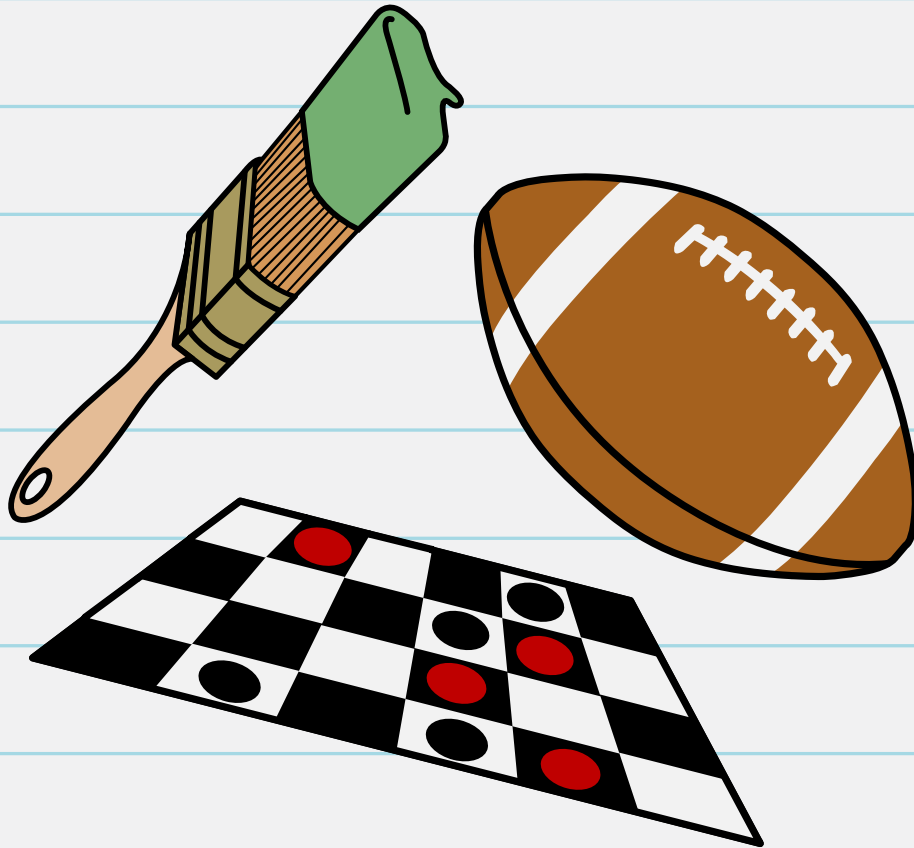


Eating Out

# Community



## Recreation and Leisure

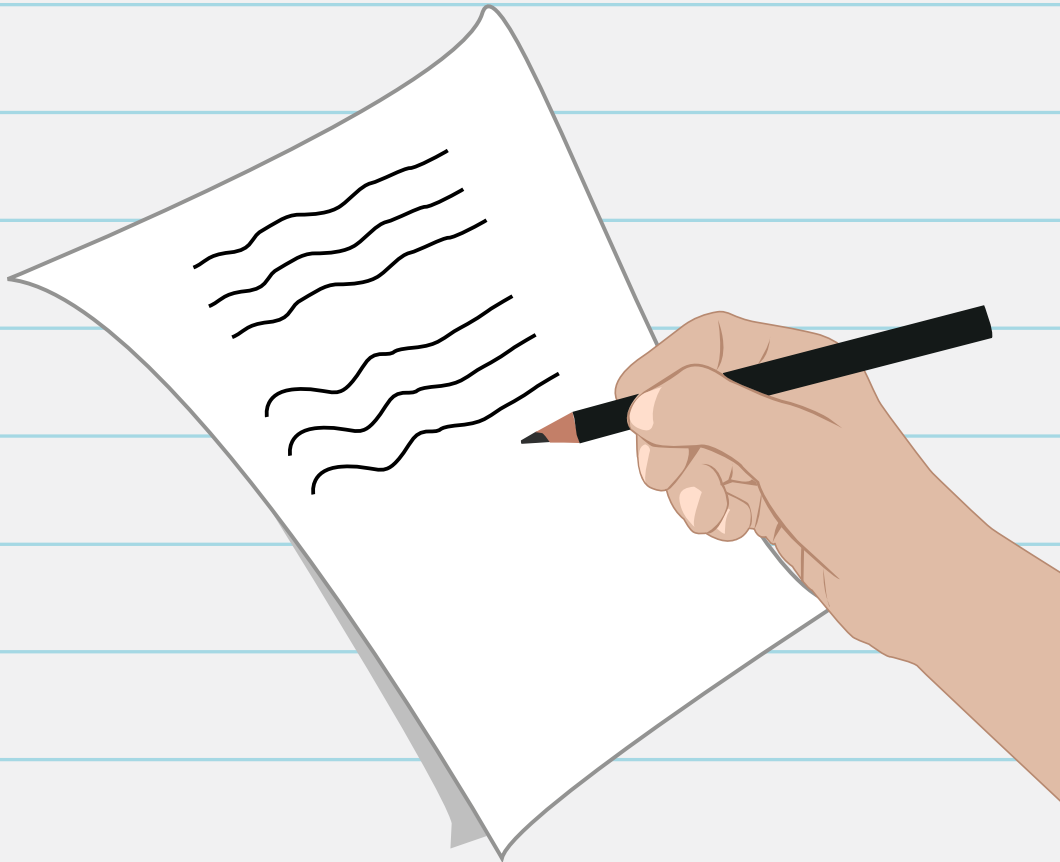


Recreation and Leisure

# Community



## Evaluation Tools



Evaluation Tools