Activity Sheet for Priority 4
Secondary Transition

All professional development in this priority application must align with one or more of the following topics:

- Student Self-Determination
- Student Self-Advocacy and associated Social Skills
- Transition Assessments
- College Readiness
  - Collaboration with guidance counselors/college counselors
  - Student understanding of the post secondary educational system, including the culture, conventions and norms of the higher education system
- Partnering with Families During Transition
- Interagency Collaboration with Massachusetts Rehabilitation Commission (MRC), Department of Developmental Services (DDS) and Department of Mental Health (DMH)
- Increasing opportunities for competitive integrated employment for students with disabilities through collaboration with career centers, employers, workforce investment boards and other community-based organizations
- Ensuring all students with disabilities (including those with multiple or severe disabilities) have access to rigorous, inclusive academic classes
  - Increasing access to Honors and Advanced Placement (AP) courses

Required Program Information – Narrative Component

Listed below are the required components in the order that they must appear in the proposal. Each application must include information on the following items.

I. OVERVIEW
   A. Provide the publicly funded special education student enrollment as of October 1, 2014:
      ____________________
   
   B. Identify the topic area(s) within this priority in which your district will provide professional development. Why is the area a priority? Describe the current work and progress in this area in the district.
   
   C. How are you going to ensure that the professional development is high-quality and evidence-based? Identify the proposed individual(s) or organization(s) that will be providing professional development activities and training in the selected area(s).
   
   D. Explain how providing professional development in this area(s) will help school and district personnel improve their skills and build capacity to instruct and support students with disabilities. Include:
      1. Outcomes - What are the expected outcomes from this project?
      2. Evaluation – How will you ensure you have achieved the expected outcomes?

II. IMPLEMENTATION PLAN
   A. List the individual(s) responsible for the oversight of this initiative and their positions.
   
   B. Provide a detailed description of the professional development activities that will be offered and the specific follow-up and technical assistance activities that will be provided following the trainings. Describe how the professional development activities will be job-embedded.
   
   C. Provide a proposed timeline for the professional development activities, including anticipated dates.
   
   D. Identify the target audience that will be participating in the professional development activities. Include how the participants will be made available for the trainings (e.g., release time, stipends, designated training days, etc.).
III. ALLOCATION OF FUNDS

A. **Stipends** -- Amounts Allocated (Line 1 and/or Line 2 and/or Line 3):
   a. Administrators: $_______.00
   b. Instructional/Professional Staff: $_______.00
   c. Support Staff: $_______.00

B. **Contractual Services** -- Amounts Allocated (Line 5):
   a. Consultants: $_______.00  [Rate per Hour/Day:______]
   b. Specialists: $_______.00  [Rate per Hour/Day:______]
   c. Instructors: $_______.00  [Rate per Hour/Day:______]
   d. Speakers: $_______.00    [Rate per Hour/Day:______]
   e. Substitutes: $_______.00  [Rate per Hour/Day:______]
   f. Supplemental Services – Contracted Provider: $_______.00    [Rate per Hour/Day:______]
   g. Other: $_______.00      [Rate per Hour/Day:______]

C. **Supplies and Materials** -- Amounts Allocated (Line 6): $_______.00

D. **Conference or Courses** -- Amounts Allocated (Line 5 Other and/or Line 7):
   a. District reimburses provider (Line 5 Other): $_______.00
   b. Participant is reimbursed (Line 7): $_______.00

E. **Travel** *(maximum of 10% of total grant award for the entire grant)* Amounts Allocated (Line 7):
   a. Supervisory Staff: $_______.00
   b. Instructional Staff: $_______.00
   c. Other: $_______.00

F. **Other Costs**
   a. Advertising: $_______.00
   b. Rental of Space: $_______.00
   c. Rental of Equipment: $_______.00
   d. Memberships/Subscriptions: $_______.00
   e. Printing/Reproduction: $_______.00