Consent Form to Share Student Information with State Transition Agencies
Information for Students and Families

General

The Office of the Superintendent of Public Instruction (OSPI) has created a consent form to help seamlessly connect students to support services they may be eligible for as they move through school to post-school life. The consent form is **optional**, but Parent/Guardian consent is needed for OSPI to share student information with state transition agencies providing disability supports, including transition supports and post-school employment services.

- Consent Form to Share Student Information with State Transition Agencies
- The consent form can also be found on the Model Forms for Services to Students in Special Education webpage.
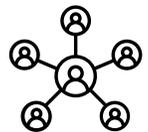
How and when will the Consent Form be used?

When a student's IEP transition plan is first created[1], the IEP team will explain the purpose of the form and seek parent or adult student consent to share the student's information with the agencies named within the consent form which provide disability supports, including transition and employment services. Students and families may withdraw their consent at any time.

How does the Consent Form support students in post-school life?

Successful student transition to post-school life requires years of thoughtful planning and meaningful IEP team collaboration that includes input from partners agencies that provide disability supports, transition, and employment services to properly prepare students for post-school life.

The IEP Team will coordinate connections with agencies that provide disability support services, including transition and employment services early and throughout the IEP process. IEP teams should also be making connections with community-based organizations. [2]

The consent form allows the IEP team to connect students to the agencies that offer services they may be eligible for. If a student is eligible and decides to access these services, the IEP team can collaborate with these programs so that a student's transition to post-school life is as smooth as possible.

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[1] Per WAC 392-172A-03090 (1)(k) beginning not later than the first IEP to be in effect when the student turns sixteen, or younger if determined appropriate by the IEP team
[2] Tip from the Special Education Division: Secondary Transition Services and Supports, April 2023

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How can I learn more about some of the different transition partnerships?

- Department of Vocational Rehabilitation (DVR)
  - Use the [Find a School Transition Counselor Tool](#) to find the (DVR) Transition Liaison who serves your high school.
  - Learn more about Pre-Employment Transition Services (Pre-ETS) at the [Pre-ETS webpage](#).
- Developmental Disabilities Administration (DDA)
  - Learn more about the [services and programs offered by the Developmental Disabilities Administration (DDA)](#) and contact the local [DDA office](#) for more information.
  - [DDA Brochures](#) webpage contains links to brochures to learn more about a variety of services and are translated into several languages.
  - The DDA [Informing Families](#) Webpages includes helpful information about transition services available.
- Department of Services for the Blind (DSB)
  - To learn more about how the local office for Washington State Department of Services for the Blind (DSB) can support a student's transition visit their [Contact Us](#) page.
- Center for Change and Transition Services (CCTS)
  - CCTS has an interactive [Agency Connections Map](#) by county that lists agencies that can support students in the areas of post- secondary education, employment, healthcare, housing, and transportation.
- County Developmental Disability Program
  - Contract your County Developmental Disabilities program to find and get connected to employment services and other support in your community.
  - The [DSHS County Best Practices](#) site includes a list that links to the developmental disability programs in each county.

Secondary Transition Resources

The OSPI [Secondary Transition Page](#) has many resources to aid IEP teams in supporting students as they transition to post-school life.

The Center for Change in Transition Services (CCTS) has a wealth of training and guidance on the [professional development](#) page, including a module[3] designed to help families understand IEP transition plans and the [T-folio](#). The T-folio is a free transition portfolio tool for high school aged youth with disabilities that aligns with both IEP transition planning and DVR's Pre-Employment Transition Services (Pre-ETS).

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[3] [Module 10 Writing Effective Transition Plans](#), CCTS