**EAST CENTRAL KANSAS COOPERATIVE IN EDUCATION**

**Student Emergency & Information Form**

|  |  |
| --- | --- |
| **Student Name:** | **Date:** |
| **Student Address:** | **Student Home Phone:** |
| **School Name:** | **School Contact Person:** |
| **School Address:** | **School Phone:** |
| **Parent Name:** | **Emergency Contact:**  **(Mom Cell)**  **(Dad Cell)** |
| **Transition Specialist:** | **Transition Specialist Phone:**  **(785) (cell)** |

|  |  |  |
| --- | --- | --- |
| Days, Where, When Student will go to Jobsite: | | |
| Who will take them from school: | Pick up where in school: | Time: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

IEP Goals (Here are all of the goals that \_\_\_\_\_ will be working on this year)

1.

2.

3.

Specific things we will be working on at jobsite: (examples- make your own changes):

* She will sign out at the office before you leave to take her to work.
* Suzie will have on shoes that she can wear to Homestead. No open toed, no sandals, etc.
* Suzie will put on her work shirt (she should be wearing it already).
* Suzie will put her hair back in a pony tail. If she doesn’t have a pony tail holder, she will go to the office and ask them for a rubber band.
* On the way to Homestead, review what Suzie will do when she gets there. Greet people on her way in and when she gets to the back with staff. She will sometimes just be quiet/shy and not say anything. Hang up her coat. Wash her hands immediately. Ask Lori or Penny what they would like her to do.
* Things to note-
  + - Suzie may say that she “doesn’t know” the answer to something but likely does know
    - She may deflect responsibility for something onto someone else (ie. My Mom didn’t wash my tshirt, My dog ate my pony tail holder, I don’t know who to ask, etc.)
    - She likes to be shown how to do something until she gets the pattern down and then can do it on her own. She may need a reminder on tasks she hasn’t done very often.
    - As she learns new tasks, she may need reminded of the most efficient way to do it. Examples of this include stamping boxes, folding boxes, they are all different sizes and are folded slightly different.

\*\*Please feel free to call or text me with any questions. (785)