## **GAP Transition Checklist**<sup>1</sup>

The purpose of this checklist is to guide you, and your parents or caretakers and the professionals who provide you support, information about the acquisition of important skills and activities that lead to successful transitions from secondary school to independent living, a job, college, or vocational training. This checklist should be completed with the help of your teachers, parents or others who are responsible to assist in your transition planning.

Directions:

- 1. Begin by thinking about and discussing your plans and goals for after secondary school with your parents and teachers. Enter the information into the Post School Goals section of the checklist.
- 2. Complete the remaining sections of the checklist to identify specific topics where training is needed or activities need to be initiated.
- 3. Enter identified topics as "Learning Objectives" and "Activities to Complete" into the **Transition Planner** along with timelines and persons responsible for teaching you or assisting you with completion of the activities.

<sup>&</sup>lt;sup>1</sup> This Checklist was adapted for deaf and hard of hearing teens from the work of several previous authors including Eileen Humphrey, Passage Director/Transitional Counselor, Klein ISD, Klein, TX; Barbara Martinez, Career Guidance Program, Texas State Commission for the Blind; Marty Lee, Community Services Director, Indiana School for the Blind, & Judy Ackerman, Ohio Rehabilitation Services Commission.

Name:	Date Completed:
	POST-SCHOOL GOALS
Vision for the Future	What do you see yourself doing following graduation? Describe your plans to help you get there?
Living And Academic/Job Arrangements After Secondary School	After graduation from school, what do you think your living situation will be?  Independent apartment On campus housing At home Apartment with support Foster home Group home Other (please state) —
Work or Education:	What kind of work or education do you hope to be involved with after graduating from secondary school (check all that may apply)?  University or College (academically oriented 4 yr program), Full Time University or College, Part Time Community/Technical Colleges (technical 2 yr program or less), Full Time Community/Technical College, Part Time Adult Vocational Education (advanced job training, e.g., secretarial), Full Time Adult Vocational Education, Part Time Competitive Employment (working in a job on your own), Full Time Competitive Employment, Part Time Supported Employment (a job with a job coach helping to train), Full Time Supported Employment, Part Time Sheltered Employment (low pay work activities and training), Full Time Other (please explain) -

ame: Date Completed:					
Section 1					
HEARING LOSS AND HEARING TECHNOI	LOGY SKILLS	S			
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to your hearing loss and hearing technology skills.	Yes	In Process	No	Does Not Apply	
<ul> <li>I can explain basic concepts of hearing and hearing loss, basic causes of hearing loss, and procedures to treat hearing loss.</li> </ul>					
b. I can explain my hearing loss and my audiogram.					
<ul> <li>I can explain how my hearing instrument (hearing aid/cochlear implant/Baha) works to my employer/educator/friend.</li> </ul>					
d. I can independently monitor my hearing instrument (HA/CI/Baha).					
e. I can perform basic troubleshooting of my hearing instrument when malfunctions occur.					
f. I understand the different programs that may be available on my hearing instrument and use them appropriately (quiet, noise).					
g. I can successfully connect my personal hearing instrument (HA/CI/Baha) to other audio devices (i.e., ipod, TV, cell phone).					
h. I have the name and contact information for my audiologist and contact my audiologist for repairs and replacement of my hearing instrument(s).					
i. I can buy or obtain replacement batteries for my hearing instrument.					
j. I understand how a personal FM/Roger system works and when it is needed.					
k. I can operate my hearing instrument(s) with FM/Roger or other Hearing Assistance Technology (HAT).					
I. I can identify funding sources to assist with payment of my hearing and hearing assistance technology.					
m. I have met with a counselor to identify the hearing instruments and HAT I need at home/school/work.					
n. I have met with the Office of Accessibility or Disabilities at my college to identify the HAT and other access services I need.					

Name:	Date Completed:				
Section 2 COMMUNICATION NEEDS AND ACCOMMODATIONS					
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to your communication needs and accommodations.	Yes	In Process	No	Does Not Apply	
a. I can describe communication problems that occur as a result of my hearing loss.					
b. I can describe common communication methods (talk, sign, both, cues) and the communication methods I use.					
c. I can describe general accommodations that I need to communicate effectively with others.					
d. I can describe detailed accommodations that I need to learn effectively at school and in recreational and community settings.					
e. I can describe the limitations of hearing and hearing assistance technology on communication.					

Name:	Date Complet	ted:			
Section 3 SOCIAL SKILLS					
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to getting along with others.	Yes	In Process	No	Does Not Apply	
a. I say "hello" and give others proper responses when greeted.					
b. I get along with peers (i.e., I hang out with friends outside of school time, friends invite me to participate).					
c. I participate in group activities with peers.					
d. I make friends easily.					
e. I express affection.					
f. I get along with family members.					
g. I express emotions in a non-aggressive manner (i.e., without yelling or physically attacking).					
h. I can tell about my successes and failures.					
i. I react positively to most requests.					
j. I respect others' personal space and property.					
k. I respond to constructive criticism in a positive way.					
I. I accept responsibility for my own behavior/do not blame others.					
m. I follow through on commitments without being reminded.					
n. I solve personal problems and I ask for help when needed.					
o. I discuss and listen to others talk about ideas that are different from mown.	у 🗆				
p. I talk about my feelings and moods.					
q. I accept consequences for when I do something wrong.					
r I make my own decisions					

Name:	Date Comple	ted:		
Section 4				
FUNCTIONAL SKILLS				
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to everyday skills.	Yes	In Process	No	Does Not Apply
a. I follow simple directions.				
b. I perform routine chores.				
c. I can make calls from cell phones/videophones/telephones (with relay or other appropriate service if needed).				
d. I can tell time using a clock and a watch.				
e. I can set my alarm clock to go off at the correct time and get up on own.				
f. I write simple letters (i.e., thank you cards).				
g. I plan activities.				
h. I set my appointments.				
i. I record my appointments on my calendar/PDA/appointment book.				
j. I remember events and appointments without being reminded.				
Name:	Date Comple	ted:		
	Date Comple	ted:		
Name: Section 5  MONEY MANAGEMENT	Date Comple	ted:		
Section 5	Pate Comple Yes	ln Process	No	Does Not Apply
Section 5  MONEY MANAGEMENT  Please indicate "Yes/In Process/No/Does Not Apply" for the following		In		
Section 5  MONEY MANAGEMENT  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to money management.		In		
Section 5 MONEY MANAGEMENT  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to money management.  a. I can identify the proper amount of money to carry.		In		
Section 5 MONEY MANAGEMENT  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to money management.  a. I can identify the proper amount of money to carry.  b. I give a salesperson enough money to pay for a purchase.		In		
Section 5 MONEY MANAGEMENT  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to money management.  a. I can identify the proper amount of money to carry.  b. I give a salesperson enough money to pay for a purchase.  c. I understand credit cards and interest rates.		In		
Section 5 MONEY MANAGEMENT  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to money management.  a. I can identify the proper amount of money to carry.  b. I give a salesperson enough money to pay for a purchase.  c. I understand credit cards and interest rates.  d. I buy needed items at best price (i.e., on sale).		In		
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Name: Date Completed:				
Section 6 SURVIVOR SKILLS				
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to survivor skills.	Yes	In Process	No	Does Not Apply
a. I can give directions to my home.				
<ul> <li>I can correctly respond to emergencies/information signs in the environment (i.e., firetruck, sirens, fire alarms).</li> </ul>				
c. I can ask for directions if lost.				
d. I can use public transportation (i.e., bus or cab) to get to a place I have not been before.				

Name:	Date Complet	ted:			
Section 7 WORK RELATED SKILLS					
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to work and work-related skills.	Yes	In Process	No	Does Not Apply	
<ul> <li>a. I can order/request special equipment (i.e., flashing or vibrating alarm clock, etc.) if needed.</li> </ul>					
b. I can complete assigned work on time.					
c. I have met with a job or career counselor.					
d. I can fill out job applications.					
e. I have a state I.D. or a driver's license.					
f. I know where to look for a job (i.e., newspaper, school, internet, job fairs, friends).					
g. I know my government Identification Number.					
h. I can locate, evaluate, and interpret information about career and career options.					
i. I can explain or provide information regarding hearing loss.					
j. I have transportation to and from work/school.					
k. I have completed a Personal Profile and Accommodations Plan.					
I. I can explain work related deaf or hard of hearing accommodations to my instructor/employer.					
m. I can negotiate with adults for adaptations/accommodations.					
n. I can initiate a work task by myself without being instructed to do so.					
o. I remember the day, and time of day, that a chore/job is to be done.					
p. I can identify 3 occupations I would like to do.					
q. I can complete work within a reasonable timeframe.					
r. I understand wages and benefits.					
s. I can keep materials and tools organized and ready to use.					
t. I assume responsibility (i.e., accept credit/blame for actions while on the job).					
u. I give firm handshakes when introduced.					
y I stick with tasks to completion					

Name: C	Date Complet	tea:		
Section 8				
COMMUNICATION SKILLS	T	T		
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to your communication skills.	Yes	In Process	No	Does Not Apply
a. I can introduce myself.				
b. I speak/sign clearly and distinctly.				
c. I speak in an appropriate loudness level/sign with appropriate emphasis, etc.				
d. I have good posture when standing or sitting.				
e. I directly answer all questions (use good judgment if questions are too personal).				
f. I answer questions completely.				
g. I give accurate and honest answers.				
h. I am courteous.				
i. I maintain eye contact.				
j. I am pleasant and good company.				
k. I act natural by being myself.				
I. I ask questions.				
m. I say "Thank you," "I'm sorry," or "Excuse me" when appropriate (I do not interrupt rudely).				
n. I wait until others have finished speaking before I begin to speak.				
o. I order meals at fast-food restaurants or from a menu at a restaurant.				
Name: C	Date Complet	ted:		
Section 9				
SCHOOL/WORK RELATED GROOMIN	NG SKILLS			
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to your grooming skills.	Yes	In Process	No	Does not apply
I groom (i.e., bath, comb hair, brush teeth, use dental floss, use deodorant) and dress appropriately.				
b. I make myself presentable (i.e., clean, combed hair, shaved, etc.).				
c. My clothes and shoes are clean and unwrinkled.				
d. I dress appropriately for different occasions.				

Name: D	ate Comple	tea:			
Section 10					
HEALTH SKILLS AND SAFETY					
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to health skills and safety issues.	Yes	In Process	No	Does Not Apply	
a. I know what to do in case of a health emergency.					
b. I know basic first aid.					
c. I know names of my doctors/dentists and how to contact them when needed.					
d. I can identify pertinent medical and health specialists, their supporting roles, and how to locate them (otology, genetics, mental health, counseling) and my own medical/health support persons.					
e. I understand appropriate dating behavior and signs of teen dating violence and what to do if there is a problem.					
f. I can dial 911, fire, emergency, or police to ask for help.					
g. I could scream for help if anyone became physically aggressive with me.					
Section 11	ate Comple	ted:			
Section 11 RECREATIONAL SKILLS	ate Comple	ted:			
Section 11	ate Complet	In Process	No	Does Not Apply	
Section 11 RECREATIONAL SKILLS Please indicate "Yes/In Process/No/Does Not Apply" for the following		In	No		
Section 11 RECREATIONAL SKILLS  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to recreational skills.		In	No		
Section 11 RECREATIONAL SKILLS  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to recreational skills.  a. I have an interest in a hobby/craft activity.		In	No		
Section 11 RECREATIONAL SKILLS  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to recreational skills.  a. I have an interest in a hobby/craft activity.  b. I listen to my favorite music or utilize websites of captioned music.		In	No O		
Section 11 RECREATIONAL SKILLS  Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to recreational skills.  a. I have an interest in a hobby/craft activity.  b. I listen to my favorite music or utilize websites of captioned music.  c. I attend movies, plays, concerts, etc. with friends.		In	No O		
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Name: D	ate Comple	ted:				
Section 12 EDUCATION/TRAINING AFTER SECONDARY SCHOOL						
Please indicate "Yes/In Process/No/Does Not Apply" for the following areas related to recreational skills.	Yes	In Process	No	Does Not Apply		
a. I understand my educational program and services.						
b. I can describe my educational history and the special services I use.						
c. I have completed a job/career interest assessment.						
d. I explored vocational programs available during my later secondary years.						
e. I have explored vocational programs that are available after secondary school.						
f. I have discussed my strengths and special needs related to future training with an instructor and/or counselor.						
g. I know the different forms of assistance available, understand what services are provided and not provided, and can acquire them when needed (interpreter, support services).						
<ul> <li>I can obtain information on hearing technology and adaptive equipment available (i.e., personal FM /Roger system, phone relay systems, real time captioning).</li> </ul>						
<ul> <li>I know the secondary school courses required for non-conditional admission to colleges and universities.</li> </ul>						
<ul> <li>j. I have explored the cost of college or other post-secondary school training programs.</li> </ul>						
k. I have completed driver education.						
<ol> <li>I can identify/use transportation that is available in my community (i.e., car, bus, train, carpool).</li> </ol>						
m. I have explored scholarships specifically for people who are deaf or hard of hearing.						
n. I have explored financial aid opportunities.						
o. I have visited college/university campuses and/or post-secondary school technical/vocational training programs.						
p. I have contacted the Office of Support Services for disabilities or accessibility at colleges/universities I am interested in attending.						