

Dear Teacher,

In this packet you will find 208 student handouts along with the appendix from *Personal Management*. Each handout corresponds to a specific unit and lesson. Handouts are also provided electronically on the CD included with the curriculum. Unit and lesson numbers are identified at the top of each page as shown by the following example:

PERSONAL MANAGEMENT: Unit 1 Lesson 1

The page numbers for each unit are listed below:

Preparation Unit: 1-14

Unit 1:	15-54
Unit 2:	55-104
Unit 3:	105-156
Unit 4:	157-208

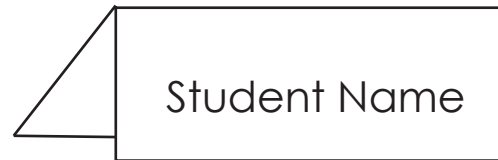
It is suggested that the entire handout packet be copied and bound in a binder to be used as a student text. Students will then have access to the material in book form. Another duplication method is to copy the handouts in one-unit sections. These sections are added to a student binder before starting each unit. A final suggestion is to group and copy lesson handouts that correspond to the Assess Progress and Build Transition portfolio lessons. These would form groups of three to eight lessons and could be used as mini-packets.

ACTIVITY EXAMPLES

STEP 4

STUDENT NAME TENT:

Using an 8"x 8" sheet of heavy grade paper, have students make a name tent. They may personalize and design their name tent to express "who they are" Explain that the tent will be placed on a desk each day to indicate where they will sit.



STEP 5

BRIDGE:

Draw a bridge on the board (using this example), to illustrate the meaning of transition - as a bridge from school to adult life.



STEP 6

INTRODUCTIONS:

Write the following on the board:

1. What is something no one knows about you?
2. What is your favorite outdoor activity?
3. Why would someone hire you?

Student and Parent/Guardian Letter

Date:

To : Student and Parent/Guardian,

Welcome to the transition class at _____ school. I look forward to helping make the coming year a successful one. My objective will be to promote success for students as they move from school to adult life.

The text for the transition class is: Personal Management, Volume 1 of *The Transitions Curriculum*. By working through the lessons in this book, students will learn about themselves, their strengths, growth areas, goals, opportunities and options. By learning these things, students will gain power over their actions and set goals for a successful and satisfying life.

This book consists of four units:

- Unit 1: Winning With Personal Power
- Unit 2: Using Effective Communication Tools
- Unit 3: Choosing the Best Career for You
- Unit 4: Maximizing Your Options & Opportunities

To participate in this class, students will:

- Complete all assignments, on and off campus
- Complete a community service project
- Complete career assessments and career counseling
- Determine transition goals by completing a Personal Career Plan

Classroom Rules

Attend and complete assignments
Cooperate and participate in class activities
Respect learning for self and others

Student Commitment

Make up all missed work
Complete all activities
Accept consequences for behavior

I encourage you to support your son or daughter in completing this class successfully.

Sincerely,

Please sign, date and return this section to school to show that you have read and discussed this information.

We understand and agree to support the activities and rules of the transition class.

Student Date Parent Date