



School District U•46

South Elgin High School
760 East Main Street
South Elgin, Illinois 60177-1702
847-289-3760
FAX 847-888-7014
www.u-46.org/sehs

"Taking the future by STORM"

TO: Parent(s)/Guardian(s) of students in the South Elgin High School Special education and 504 programs

FROM: Jesse Hawley & Melissa Sindermann – Vocational/Step Coordinator

RE: Division of Rehabilitation Services (DRS)

As you and your child prepare for life after high school, I would like to be sure that you are aware of a program that may be able to offer some services to your child. The Division of Rehabilitation Services (DRS) provides vocational related services during and after your child's high school career. To qualify, your student must have a disability documented in an IEP or a medically diagnosed health issue documented in a 504 plan.

We have included information about the services provided by DRS for you to review. Please read over the information and email us with any follow up questions you may have.

After reviewing the enclosed information, would you like to register your child for these services?

Please check if you would like to pursue services.

Yes, I do want to register my child with DRS Office at this time.

IF YES: Please complete the following steps:

- Complete the rest of this form.
Sign and return the attached consent for services forms (x2).

What happens next?

The South Elgin vocational staff will pull all of the appropriate records for your student and forward them to the DRS office. Once the DRS office has everything they need, we will set up a meeting that will include your student, yourself and the DRS representative. The meeting will cover the services provided, and introduce you and your child to the case manager that will work with your students DRS case.

As your child progresses through their educational career and beyond these services will be available to them for use throughout their life. Thank you for taking the time to read this form. Please contact us as needed at jessehawley@u-46.org, or at melissasindermann@u-46.org.

Student Name Social Security Number:

Parent/Guardian Signature Date:

*Paperwork cannot be processed if there is no student social security number.

Division of Rehabilitation Services (DRS)

VR Facts for Families

Description: The Division of Rehabilitation Services (DRS) provides vocational services for individuals with disabilities. Once a case is open, the DRS counselor monitors the students' progress during high school and transition programming. The counselor can make a referral to an outside (adult) service agency for job placement during the last semester of school.

Application for services: High school or transition program staff usually initiates a referral to DRS for their students who have the potential to work in competitive jobs in the community. DRS counselors meet with the student (and guardian if available) soon after the referral to discuss DRS services. Guardians or students can also initiate a referral to DRS independently of school programming. Documentation of the disability is necessary before DRS can determine eligibility and begin receiving services. Information may be provided by either the school (via the IEP and other information in the school file) or by the family.

Receiving Services: The counselor gathers information about the individual's work history, education, training, abilities, interests, rehabilitation needs, and possible career goals. During this process the counselor tries to use existing information, so it is important to bring copies of medical, educational and similar documentation to the intake interview if it has not been provided by the school.

Next, an Individual Plan for Employment (IPE) is developed that identifies the individual's desired job goal. The IPE also lists the services needed to help the individual achieve the job goal, service providers, and criteria used to determine progress toward the job goal.

Eligible Services: VR services needed to reach the vocational goal may include, but are not limited to:

- Vocational Counseling and guidance
- Information about and referral to agencies and services that may assist in reaching the employment outcome
- Opportunities for career exploration and work experiences
- Job training and placement
- Supported Employment Services
- Coordination of post-secondary education and training
- Vocational Assessment

Services are generally provided by the school during high school and transition programming and by DRS and/or other community agencies thereafter.

DRS can work with individuals throughout their working life, not just with students and recent graduates. If a case opened during high school or transition services is closed, the individual can make a new referral as an adult if needed.

División de Servicios de Rehabilitación

Datos de Rehabilitación Vocacional para las familias

Descripción: La División de Servicios de Rehabilitación (DRS) proporciona servicios vocacionales para personas con discapacidades. Una vez que un caso está abierto, el consejero de DRS monitorea el progreso de los estudiantes durante la escuela secundaria y la programación de transición. El consejero puede referir al estudiante a una agencia de servicios vocacionales en la comunidad (adulto) para asistir al estudiante a conseguir trabajo durante el último semestre de la escuela.

Aplicación para Servicios: El personal de la escuela secundaria o del programa de transición generalmente inicia una referencia a DRS para sus estudiantes que tienen el potencial de trabajar en trabajos competitivos en la comunidad. Los consejeros de DRS se reúnen con el estudiante (si el Guardián/padres está disponible) poco después de la referencia para hablar sobre los servicios de DRS. Los Guardianes o estudiantes también pueden iniciar una referencia a DRS independientemente de la programación escolar. Una documentación de la discapacidad es necesaria antes de que DRS pueda determinar la elegibilidad y comenzar a recibir servicios. La información puede ser proporcionada por la escuela (a través del IEP y otra información en el archivo de la escuela) o por la familia.

Recibiendo Servicios: El consejero reúne información sobre el historial laboral, la educación, el entrenamiento, las habilidades, los intereses, las necesidades de rehabilitación y los posibles objetivos profesionales de la persona. Durante este proceso, el consejero intenta usar la información existente, por lo que es importante traer copias de documentación médica, educativa y similar a la entrevista si no ha sido proporcionada por la escuela.

A continuación, se desarrolla un Plan Individual de Empleo (IPE) que identifica la meta de trabajo deseada de la persona. El IPE también enumera los servicios necesarios para ayudar al individuo a alcanzar el objetivo del trabajo, los proveedores de servicios y los criterios utilizados para determinar el progreso hacia el objetivo del trabajo.

Servicios Elegibles: Los servicios de Rehabilitación Vocacional necesarios para alcanzar la meta vocacional pueden incluir, pero no están limitados a:

- Consejería y orientación profesional
- Información y referencia a agencias y servicios que pueden ayudar a alcanzar el resultado del trabajo.
- Oportunidades para la exploración de carreras y experiencias de trabajo
- Entrenamiento y colocación de empleo
- Servicios de Empleo con Apoyo
- Coordinación de educación y capacitación postsecundaria

- Evaluación Vocacional

Los servicios son generalmente proporcionados por la secundaria durante la escuela y la programación de transición, por DRS y/u otras agencias de la comunidad a partir de entonces.

DRS puede trabajar con las personas a lo largo de su vida laboral, no sólo con estudiantes y recién graduados. Si un caso abierto durante la escuela secundaria o servicios de transición está cerrado el individuo puede hacer una nueva referencia como un adulto si es necesario.



State of Illinois
Department of Human Services - Division of Rehabilitation Services
Consent For Services

I hereby give consent (permission) for _____ to receive and participate in vocational rehabilitation services that will lead to employment.

(Parent or Guardian Signature)

(Date)



Estado de Illinois
Departamento de Servicios Humanos - División de Servicios de Rehabilitación
Consentimiento Para Servicios

Yo por este medio doy consentimiento (permiso) para que _____ reciba servicios y participe en rehabilitación vocacional para conseguir un empleo.

(Firma de Padres o Tutor)

(Fecha)



School District U-46
 Central School Programs
 355 E. Chicago Street
 Elgin, IL 60120
 Phone: 847-888-5000 x5340
 Fax: 847-608-2783

CONSENT FOR RELEASE OF STUDENT RECORDS

Student Name: _____ Birthdate: _____
Last First Middle

U-46 School Attended: _____ Grade: _____

I authorize School District U-46 to release information concerning the above named student to:

I authorize School District U-46 to obtain information concerning the above named student from:

NAME/AGENCY: _____

ADDRESS: _____
City State Zip

TELEPHONE: _____ FAX: _____

TO Parent(s)/Guardian: Please INITIAL each item of information listed below you wish to have released.

_____ Permanent Records such as: student's identifying information, parent's name and address, academic transcripts/test scores, attendance records, accident and health records, honors and rewards received, participation in school-sponsored activities

_____ Temporary Records such as: disciplinary information, class schedule, test scores, family background information, teacher anecdotal information, verified reports from non-school persons or agencies

_____ * Special Education Records including all Case Study Components, I.E.P.'s, and MDC Reports

_____ * Speech/Language, Physical or Occupational Therapy Reports/Evaluations

_____ * Social work reports/assessment

_____ * Psychological Evaluations

_____ * Special education files including reports of multidisciplinary staffings

_____ * Health History

_____ * Verified reports from non-school persons or agencies which were part of special education decisions

_____ Other (specify) _____
 I understand that as a parent/guardian, upon written request, I have the right to inspect, copy, and challenge the contents of the school student records prior to release, for which I am authorizing release (105 ILCS 10/6, 10-8 Illinois School Student Records Act). I also have the right to designate the school student records to be released or to identify specific portions of a school record to be released by this consent. Any such limitations have been noted above.

Parent/Guardian Signature Print Parent Name Date

New Home Address City State Zip

Phone #

NOTICE TO AGENT/PERSON RECEIVING RECORDS: Under the law, you are prohibited from allowing any other person access to any information from the student's record unless you obtain prior, written consent of the student's parent.

*All Special Education records for School District U-46 should be addressed to: Director of Special Education, U-46 Educational Services Center, 355 E. Chicago Street, Elgin, IL 60120.

