

# Instructions for Completing Pre-Employment Transition Services Information and Consent Form

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## PAGE 1 - SECTION 1

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- Legal name is provided in appropriate order (Last, First, Middle)?
- Full middle name is provided with no abbreviations?  
N/A is *only* used when the student does not have a legal middle name.
- Preferred name is provided?  
This is the name they go by; either their legal name or a nick name.
- Date of birth is provided and correlates to the eligibility age range?
- Complete mailing address is provided including number, city, state, and zip code?
- Race information is provided as either self-reported or observed?
- Ethnicity information (student identifies as Hispanic or Latino) is provided as either self-reported or observed?
- Parent/guardian/adult student signature is provided?
- Parent/guardian/adult student legibly printed name?
- Parent/ guardian/ adult student signature date is provided?  
*This date must be on or before the date Pre-ETS are provided*
- Age was verified for Adult student signature (must be over the age of 18)
- Parent/guardian/ adult student signature is different than school official signature?

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## PAGE 2 - SECTION 2

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- Institution (school) name is provided with no abbreviations?
- Institution (school) phone number is provided?
- Current grade level of student is provided?
- School/ District student ID is provided?**
- Expected graduation / exit date (month and year) is provided?
- School official marked 1 or more qualifying category (IEP, 504, or documented disability)?
- School official signature is provided?
- School official legibly printed name?
- School official signature date is provided?  
*This date must be on or before the date Pre-ETS are provided*