

January 13, 2020

Dear Parent/Guardian,

This packet contains information concerning the ***Secondary Transitional Experience Program (STEP)*** that is offered through your local high school in conjunction with South Eastern Special Education (SESE) and the Division of Rehabilitation Services (DRS). Your child has been recommended for this program or has expressed an interest in participating in it.

STEP is a training/placement program that prepares students with disabilities for transition to employment and community participation during and after high school. While in the STEP program, students acquire not only good work habits, but also employable skills.

In order to help you understand the STEP program and its components, this packet has been prepared for you. Please take time to read through the information with your child. This is an application program and all steps in the application process must be completed in order to be found eligible for the program. The minimum requirements for eligibility are: 16 years of age, junior status, presence of a physical or mental disability, appropriate behavior in school and in the community, passing all classes, acceptable attendance (10 or fewer absences per semester), and the desire to participate in the program.

Each student receives a grade and high school credit for participating in the STEP program. If your child currently has a job, that job may be used as their STEP placement if the employer is willing. Each student does have responsibilities, such as completing a letter of introduction, completing quarterly assignments, turning in time sheets, and following the rules and regulations of the STEP program. Students may be removed from the STEP program for failure to follow these rules.

If you are interested in participating in the STEP program, please complete and sign the following information and return it to your child's school: application, consent for release of information, permission to photograph/video. **I must have the student's social security number in order to process the application. Applications without it will be returned.**

Applications are due by **Wednesday, April 1, 2019**. **Any applications received after this date will be considered for placement in the STEP Program in January 2021.**

A representative from the Division of Rehabilitation Services will contact you for an appointment. It is mandatory that you complete this appointment to be in the STEP program. If you have any questions or concerns, please feel free to contact me at (618)455-3396 ext 229 or [svaughn@sese.org](mailto:svaughn@sese.org).

Sincerely,

Susan A. Vaughn,  
Pre-Vocational Coordinator