

Transition Services under IDEA: Documentation of Completion for Youth Known to be Seeking Subminimum Wage Employment

DR 397C (NEW 01/17)

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Last Name	First Name	Middle Initial
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Mailing Address

Birthdate (mm/dd/yyyy)	Email Address
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Parent/Guardian Name (If Applicable)

School Name

School Address

I, the youth, or parent or guardian as appropriate, give permission to school personnel to release this information to the Department of Rehabilitation (DOR). (20 U.S.C. 1232g(b) and 34 CFR 99.30 and 99.31.)

Youth or Parent/Guardian Signature: _____

What transition services or activities did the youth receive or complete? (Attach additional pages if necessary)

Description of Required Service or Activity	Date Required Service or Activity Completed	Provider of Service or Activity

Who Documented the Completion of Service(s)?

Name and title of school personnel documenting completion of transition services (print): _____

Signature: _____ Date: _____

Phone Number: _____ Email Address: _____

Name and title of school personnel transmitting documentation to the DOR:

Signature: _____ Date: _____

Method: Hand-delivered Faxed Mailed Emailed Other: _____

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FORM COMPLETION INSTRUCTIONS

This form must be completed by school personnel to document that the youth (24 years of age or younger), who is seeking subminimum wage employment, has received transition services under the Individuals with Disabilities Education Act (IDEA). Within 30 calendar days, school personnel must provide this form to the Department of Rehabilitation (DOR), documenting completion of transition services and activities.

The DOR office locations and contact information can be located at <http://www.dor.ca.gov/DOR-Locations/index.asp>.

For more information on the requirements for transition services under the IDEA and subminimum wage limitations for youth refer to Title 20 United States Code section 1400 et seq., including section 1414(d), Title 29 United States Code section 794g, and Title 34 Code of Federal Regulations sections 397.10 through 397.30.

PRIVACY STATEMENT

The information requested on this form is necessary to correctly identify the youth, or parent or guardian as appropriate, and provide written authorization for school personnel to release the information to the DOR to document that the youth has completed transition services and activities. Individuals should not provide any personal information on this form that is not requested.

The youth, or parent or guardian as appropriate has the right to revoke this authorization by providing written notice to the school personnel. If the youth, or parent or guardian as appropriate, revokes the authorization, it will not affect information already released to the DOR before the school personnel received the written notice revoking the authorization.

An individual has the right to inspect information maintained by the DOR about the individual, unless otherwise prohibited or conditioned by law or regulation. For assistance accessing such information, contact the DOR. The DOR's Privacy Policy is online at www.dor.ca.gov.

Any personal information maintained by the DOR is subject to the limitations in the California Information Practices Act (Civ. Code § 1798 et seq.), Title 34 Code of Federal Regulations section 361.38, and California Code of Regulations, title 9, sections 7140 through 7143.5. The DOR may release personal information in response to a court order, investigations in connection with law enforcement, fraud, or abuse, subject to the limitations set forth in California Code of Regulations, title 9, section 7143.5. (34 C.F.R. § 361.38(e)(4) and (5).)