



Geauga County Vocational Consortium Program

Referral Packet Instructions

The transition program has been established to provide vocational training for students with multiple disabilities. Students will have an opportunity to learn job training skills and apply them to a community employment setting.

This goal is to provide transition resources to adult services, graduation from high school, competitive and supported employment.

Attached you will find a listing of the forms needed to be completed and the materials needed to be sent to complete the referral process.

If you have any questions, please contact: Jaina Gandolfi, Vocational Program Supervisor at 440-279-1737 or jaina.gandolfi@geaugaesc.org.

Please send completed Referral Forms and Information to:

Jaina Gandolfi
470 Center Street, Building #2
Chardon, Ohio 44024
Ph: 440-279-1737
Cell: 440-313-8027
Fax: 440-286-1706

**Attached to this form is a checklist of required referral information.



Referral Process Checklist

School District Responsibilities:

- Referral Letter-Attached
- MFE
- IEP
- Transcript
- Attendance Record
- School Discipline Record (If Applicable)
- Results from Age Appropriate Transition Assessments

Parent Responsibilities:

- Parent packet sent directly home after student has been referred to the program.

Career Assessment:

- Please check off for permission to start the career assessment process.



Referral Letter
Geauga County Vocational Consortium Program

Student Information:

Student Name: _____

Name of Guardian: _____

Address of Student/Guardian: _____

Phone Number(s): _____

Email: _____

Grade: _____

Age: _____

Expected Graduation Date: _____

School District of Residence: _____

School District of Placement: _____

Recommended Start Date: _____

Preferred Time Slot: AM or PM

School Case Manager: _____

Referred By: _____

PRINT & SIGN

_____ **PHONE NUMBER**



VOCATIONAL SERVICES & WORK STUDY PROGRAM
Referral Process for Geauga County ESC

- IEP team convenes to discuss vocational programming options for student
- Vocational referral is completed and returned to Vocational Program Supervisor, Jaina Gandolfi jaina.gandolfi@geaugaesc.org
- Referral for Work Study/Transition Program is completed and returned to Transition Coordinator, Heather Dodd heather.dodd@geaugaesc.org
- Vocational referral packet will be distributed
- Career Assessment will be scheduled as soon as possible
- IEP team will reconvene to identify appropriate vocational placement for the student.
- Student will be placed in a community based internship and/or competitive employment.