Dear Parent/Guardian,

Your student has been suggested as a possible participant in the Youth Transition Program (YTP). The goal of the YTP is to prepare students to make the transition from high school to the adult world of work. If your student participates in this program, he or she can receive pre-employment planning, on-the-job training, and assistance with the transition from high school to a job or training program. This program is voluntary. Students are not required to participate.

The YTP works with the Office of Vocational Rehabilitation Services (OVRS) to offer this program in your local high school. The University of Oregon is also involved in collecting data from the YTP to determine if this program is working for your student.

To decide if this program is right for your student we will need your permission to gather information about your student. Information will be gathered from you, the student, the student’s school and possibly the student’s physician. Before any information can be gathered, the program will need your signature on a Parent Consent and Release Of Information form. If the student is already 18, he or she will be asked to provide that consent.

The YTP specialist will work with the local OVRS to decide if this high school transition program is right for your student. The goal for students that qualify for YTP services is to find competitive employment. It is possible that this program may not be right for your student at this time. If your student is not accepted in the YTP program, it will not affect their participation in any school program or application to the OVRS for service at a later date.

If you have any questions or are interested in learning more about this program you can contact me using the information below. If I can’t answer your questions I can refer you to someone who can.

Sincerely,

[YTP Specialist Name Here], Youth Transition Specialist

[email]

[phone number]