



# Collaborating With Vocational Rehabilitation (VR) Liaisons

## STEPS FOR EDUCATORS/SCHOOL PERSONNEL



### Introduction

Effective collaboration between educators and vocational rehabilitation (VR) is essential to providing comprehensive support to students with disabilities. This step-by-step guide outlines a structured process to facilitate such collaboration, ensuring that students receive the necessary services and resources to achieve their postsecondary educational and employment goals.

## Step-by-Step Process

### 1 Initial Meeting and Relationship Building

1. [Identify your VR Counselor liaison:](#)
2. Identify your Pre-Employment Transition Services (Pre-ETS) Instructor liaison
3. Identify [Pre-ETS Contract Providers in your area:](#)
4. Schedule an initial meeting between the special educator and VR.
5. Communicate logistics with your liaison (Wi-Fi, parking, check in protocol, meeting space)
6. Discuss each professional's role, responsibilities, and services provided
7. Establish open lines of communication and agree on preferred methods of contact (e.g., email, phone, in-person meetings)
8. Set goals for the collaboration, focusing on the needs of the students

### 2 Student Assessment and Information Sharing

1. Identify students who could benefit from VR/Pre-ETS services. Students to consider:
  - Those having an IEP/504 Plan/Disability
  - Aged 14-22
  - Those with a desire to participate in VR/Pre-ETS

2. Gather relevant information to help the VR/Pre-ETS liaison determine eligibility for services (i.e. copy of IEP, 504, medical records, completed Pre-ETS Participation Form-USOR form 79)
3. Share relevant student information with the VR liaison to help with vocational planning (IEP, postsecondary transition assessments, postsecondary transition plans) ensuring confidentiality and adherence to privacy laws.

### 3 Alignment of Postsecondary Planning

1. Discuss and coordinate individual student goals and services
2. Identify gaps in postsecondary transition services for students
3. Identify who delivers instruction/services to help students reach their goals
4. Schedule regular check-ins to monitor student progress, celebrate achievements and evaluate the overall success of collaborative efforts

### Resources

- [Learn more about Job Readiness Workshops.](#)
- [Vocational Rehabilitation Overview Video](#)
- [Pre-ETS Overview Video](#)
- [Family Educational Rights and Privacy](#)

### Possible VR Liaisons Include:

- VR Counselors assist students with the transition from school to work and can assist eligible students with the full individualized set of services VR can offer.
- Pre-ETS Instructors offer classroom instruction called job readiness workshops on the 5 Pre-ETS and collaborate with VR Counselors to provide 1-1 Pre-ETS for eligible students.
- Pre-ETS Providers/Contractors serve students for a short period of time and provide targeted Pre-ETS through a contract with VR.