

# Student Responsibilities For Transition Fair

1. Have the group decide either by ballot or appointments who will be responsible for the following jobs:  
Director, Asst. Director, Secretary, Public Relations, Host, and Operation Specialist.  
*Briefly describe the jobs so that the students will know who might be able to complete all the duties required.*
2. Assign Director and Assistant Director responsibilities.
  - a. Meet with the principal and ask permission for a date and time decided on by the group. *Remind the director and assistant director to shake hands and make eye contact while meeting with the principal and librarian.*
  - b. Meet with the librarian to reserve the library for the date and time of Agency Fest.
  - c. Organize the group and decide with everyone who will be invited to speak at your Agency Fest. *Remind them that all ranges of disabilities will need to be addressed at Agency Fest.*
  - d. They must let the other members of the team know what they are required to do. *Host – organize refreshments and have them approved by the group; secretary -will take notes, write and type letters and thank you notes; public relations person -will phone the agencies and invite them to attend; and the operation specialist- will help set up the layout in the library on Agency Fest day and help with any other duties assigned.*
3. Help your public relations person make the phone calls to the various agencies that will be invited. *I usually went over what they were supposed to say before hand.*
4. Have the students work together as a group to draft a letter to the parents and a note or handout to give to all the students. The students will also work together on thank you notes once we know what agencies will be attending.

5. A letter was drafted asking all the other special education teachers to attend to help monitor the students. An agenda was also constructed and typed.
  6. All the special education teachers addressed envelopes for students that they were responsible for and returned them to our class. We stuffed the letters into the envelopes as a group. *I made sure the letters went out in the school mail.*
  7. We also made goody bags for the agencies that would be attending that day.
  8. We made signs to put on the tables so that each agency would be identified.
  9. We also had all the students sign in at the door so the teachers could add the contacts to their IEPs.
- 10. Agency Fest day we had each agency speak for about 5 minutes on what they had to offer students with disabilities. Then we had refreshments and allowed the students to walk around to meet with the agencies they were interested in individually. This only took about an hour to do. The host made sure the refreshment area was set up and clean. All the students in the group helped the operation specialist put the library back in order after Agency Fest. The director gave a brief statement before introducing the first agency. The assistant director dismissed the students to get refreshments and meet with the agencies individually. The public relation specialist helped meet and greet the agencies and parents. The secretary sat out the signs, goody bags, thank you notes, and sign in sheets.*

I noticed that the students were very proud of what they accomplished. They took their jobs seriously and wanted everything to go well. They knew more about the transition process and wanted to make decisions about their future.

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