YOUR RESPONSIBILITIES

- Keep all appointments with my ACCES-VR counselor
- Let my counselor know if I change my address or phone number or email
- Follow medical and treatment recommendations
- Send my counselor my grades or progress reports
- Let my counselor know if I have any problems that will interfere with my plan
- Contact my counselor when I get a job!

ill in this information at your first m ith your VR counselor.	
My counselor (VRC) is	
Phone	
mail address	
Counselor's assistant (VRCA) is	
Phone	
mail address	

THE ACCES-VR PROCESS

- Student makes an informed choice to apply for ACCES-VR
- Student completes application packet
- VR Counselor determines eligibility
- VR Counselor and student choose an appropriate employment goal
- VR Counselor and student develop an Individualized Plan for Employment (IPE)
- Student acquires skills and supports
- Student gets and keeps a job
- VR Counselor closes case as a SUCCESS!

KEEPING IN TOUCH WITH ACCES-VR

- By telephone to your VRC or VRCA
 <u>Listen to the message</u> it is often
 customized to let the caller know
 the person's schedule and activities
 <u>Leave a clear message</u> your name,
 your phone number, what you are
 calling about, and times to call you
 back
- By mail note the counselor's name on the envelope
- o **By email** sometimes the quickest
- By appointment be responsible arrive on time - call ahead to cancel if you can't make it

****BRING THIS TO YOUR 1ST MEETING WITH YOUR ACCES-VR COUNSELOR****

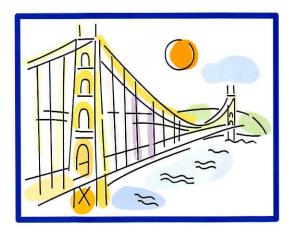
Hauppauge District Office NYS Office Building 250 Veterans Highway Room 3A-12 Hauppauge, NY 11788 631-952-6357 800-441-0320

Riverhead Satellite Office 524 East Main Street Suite 206 Riverhead, NY 11901 631-727-6496

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USER-FRIENDLY GUIDE TO TRANSITION SERVICES FOR HIGH SCHOOL STUDENTS, THEIR PARENTS, AND THEIR TEACHERS



a bridge to your future

The University of the State of New York

The State Education Department
Adult Career and Continuing Education Services

Vocational Rehabilitation Albany, New York 12234 http://www.acces.nysed.gov/vr

