




Kick the PTP Year Off Right! Looking to give your PTP's a check-up before the school year starts? Set yourself up for the year by reviewing the following checklist. The links provided will take you to directions or video tutorials. As always, contact your [TIG Coordinator](#) with any questions!

- [Move](#) your middle school students to the high school in the PTP portal.
- [Assign](#) new teachers and delete former teacher access for those that have moved on.
- Review the [security diagram](#) to ensure teachers have the appropriate access.
- Review the use of ["Other" in the PTP](#) and establish your expectations with your staff.
- Remind staff that all NEW PTP's and transfer students will require a new PTP via "Create New".
- For private/parochial/out of state students consult with your district WISE Data Enrollment staff.
- For PTP's created without a WISEid, refer to this [document](#) if you are having difficulty making a match.
- New Director? Connect to your TIG Coordination to schedule a virtual training.

It's the Law: Connecting the PTP to the IEP: Every IEP that is developed for a student in Wisconsin who is turning 14 or is already 14 or older MUST have a Postsecondary Transition Plan (PTP) developed and submitted to Wisconsin Department of Public Instruction (WDPI) within 30 days of the IEP meeting.

-  Once created, the PTP must be reviewed, and revised as appropriate, at an IEP team meeting at least once per year using the ANNUAL option. Review and Revise is only for an addendum to the PTP.
-  Consider your district policy. Is there a procedure in place to ensure that the PTP is sent with the IEP? It is required that a completed copy of the PTP must be attached to the IEP and provided to the parent/guardian.
-  **The PTP is still the I-8 and is a legally required component of the student's IEP**, even though it is completed through an on-line application, rather than your district's IEP software. The steps to completing a PTP should be added to the scripting of the IEP process, an IEP checklist, or a step that is added to your IEP software that keeps it from archiving until you have linked a PTP report.

[PTP Director Designee Role:](#)

Matching a WISEid in the Postsecondary Transition Plan (PTP): The first step is to attempt making a match within the PTP portal. Determining what is needed to complete the WISEid match requires looking at how the student is listed in one of the two systems – Student Information System (SIS) used by your district (i.e. Skyward, Infinite Campus, JMC, etc.) and the PTP. The fix is usually needed in either the PTP or SIS, not both. However, to determine what the fix is, it is recommended that the PTP Director work with the WISEid designee and enrollment registrar (formerly the WSLC Coordinator) to make this comparison together. Further guidance about matching a WISEid can be found [here](#).

WISEid/WISEdata: WISEid/Enrollment information to the PTP uses information from WISEid and WISEdata. If you see the student in WISEid, with enrollment setup in your SIS, there may be some sort of validation error in uploading from the SIS to WISEdata. If this is the case, please connect to your district enrollment specialist and file a [Help Desk ticket](#).

Transfer Student: If a PTP was created without a WISEid, and has left your district, contact your TIG Coordinator for assistance in making this match.

Move Student: within your district: Currently the PTP does not automatically transfer PTPs from one school to another. For example, all students transitioning from the middle school to the high school will need to be moved. Only a PTP user with a Director Access role can complete this action. A new PTP will need to be created for a transfer student as the PTP does not transfer district to district.

Move Student – Mass Transfers of students between one school and another (Director/Designees only). This provides capability to [move multiple students](#) at once when searching by school on the “Move Student” tab. If only the name fields are used to search, you will only be able to change the school for individual students, as per previous functionality. (Reminder: You can enter partial names into the Last Name and First Name fields)

Grant & Revoke PTP Access: If you have special education staff that have left your district, you will need to revoke their access to the PTP due to confidentiality. Your PTP Application Administrator can follow the [step-by-step directions](#) on the Indicator 13 webpage to complete this in ASM (Application Security Manager).

Note – When a staff member leaves a district and needs access in another district they can be granted access without the district they left revoking their access.

New Staff: Staff will all need a [WAMS account](#) if they do not currently have one. Also, learn more here about the single sign-on with Google [here!](#) If you have new special education staff joining your district or switching schools, you will need to grant the new staff access to the PTP or change access to schools depending on the situation. Your PTP Application Administrator can follow the [step-by-step directions](#) on granting PTP access in ASM (Application Security Manager).

Delete a Duplicate PTP: The ability to delete a PTP record is limited to PTP users with the Director/Designee access role. Only PTP records that have not been submitted can be deleted. If the PTP is locked, it must be unlocked before it can be deleted. **Only PTPs created in error or duplication should be deleted.** A PTP can be deleted in two ways:

- Click on the “Finish In-Process PTP” tab, select the school in which the PTP was created, change the radio button to “Show all records for the school,” find the student PTP record that needs to be deleted, then click on “Delete PTP.” A pop-up message will ask “Are you sure you want to delete the PTP?” Click “OK” to confirm deletion of the selected PTP student record.
- From the PTP completion page, click on “Delete PTP.” A pop-up message will ask, “Are you sure you want to delete the PTP?” Click “OK” to confirm deletion of the selected PTP student record.
- If you have a student with 2 or more unlocked PTP’s, it is likely a duplicate record has been created and will need to be deleted. Before deleting this record, you can confirm the error by using the **“Student History”** option under reports. You must enter at least 2 letters of either the first name or last name OR enter the entire WISEid to initiate a search. Once you’ve confirmed a current PTP has been submitted, you can delete the PTP created in error.

Pre-Employment Transition Services & Course of Study for Students Graduating: The PTP database allows you to bypass selection of transition services and course of study for students graduating high school and exiting when the meeting date is between May 1st and June 30th of the current school year.

Use of “OTHER” in the PTP: The WDPI conducted a compliance review of postsecondary transition plans of students 16 years old and older submitted by local education agencies (LEAs) via the online PTP application. Many of the compliance errors detected arose at the three points during the transition planning process where the “other” option is available to manually enter information regarding: postsecondary goal in the area of education/training, employment, and transition services. When using “Other”, IEP teams must use caution to ensure a **compliant** goal or transition service is specified. [Guidance here.](#)

Information for All PTP Users:

STUDENT HISTORY REPORT: This report can be used to search by student name or WISEid number for all PTP reports for an individual student. You must enter at least 2 letters of either the first name or last name or the entire WISEid number to initiate a search.

REVISE PTP: If a student’s PTP was created and submitted last school year or during a previous school year, there is no need to create a new one using the “Create PTP” tab. To complete this process:

- Click the “Revise Submitted PTP” tab, select the school within your district where the student’s submitted PTP was created, enter the student’s information or simply click “Search” and a list of students with submitted PTPs will be generated, identify the student you are searching for, click the blue “Annual IEP” link at the right side of the screen, then click “Continue” when prompted to do so. This will bring you to the student’s current PTP for you to update and edit.

Note: It is recommended users do not use two open browsers while using the PTP. If you need to refer to a previously submitted PTP, you can download the I-8 from the “Revise Submitted PTP” tab or the Student History report in the “Reports” tab. You can have that document open in another tab at the same time as the application.

Additional Information and Resources:

What’s New with the PTP: For ongoing updates and announcements, visit the [“What’s New with the PTP”](#) webpage throughout the school year. For more detailed information about the PTP, please visit the WDPI [Indicator 13 webpage](#) and view the Training and Technical Assistance section for PTP Users. This section will provide you with the PTP manual, a guide for parents and students, the PTP demonstration site, and FAQ’s.

Workforce Innovation and Opportunity Act (WIOA), Academic Career Plan (ACP) and Indicator 14 collection of parent and student information: The federal Workforce Innovation and Opportunity Act (WIOA) became effective on July 22, 2016. This includes the collaborative responsibility of school, vocational rehabilitation services and long-term support to provide Pre-Employment Transition Services to students. The WDPI promotes the objective of educational services for all students as preparation for College and Career Readiness. Academic Career Planning (ACP) was added last year as a requirement for all students in grades 6-12. Question 22 now requires contact information to collect needed information in a student’s last year of high school to assist in preparing contact information for the Indicator 14 survey. Because of these changes, additions to the PTP were made:

- When verifying that an age-appropriate transition assessment was completed, the IEP team will also be prompted to verify an Academic Career Plan (ACP) is in place for the student, information from the ACP should be considered when developing the PTP.

- Question 22 now requires a Parent and Student Email, and Phone. When answering “yes” to this question, a prompt will be provided to enter a phone number and email address for both the parent and student. This contact information is being collected to prepare information for the Indicator 14 survey. With this addition information, the district will be able to use the Reports tab in the PTP to generate a list of students who graduated in the exit year.

The Transition Improvement Grant (TIG) Regional Coordinators will continue to conduct a monthly PTP review of “other” statements to guide your district in implementing the compliant requirements of the PTP.

Wisconsin Web Access Management System (WAMS) ID Issues: If you are locked out of the PTP system and get an intruder alert message, you probably need to reset your WAMS password. To do so, simply go to the WAMS login page and click on the icon “need help with your WAMS account.” That link will take you to a screen where you can reset your WAMS password. If you do not remember the answers to one or more of your security questions, you will need to write a WAMS Helpdesk ticket. Neither your TIG Regional Coordinator nor the WDPI staff can assist with this as the WAMS system is operated separate from the WDPI and the TIG.

[We’re Here to Help!](#)

Your district PTP director/designee can usually answer questions and resolve issues, but your [TIG Regional Coordinator](#) and the WDPI staff are also available to assist with PTP questions .

- 👉 Alicia Reinhard, Transition Consultant, WDPI, Alicia.reinhard@dpi.wi.gov, (608)-266-1146
- 👉 Pam Jenson, TIG Statewide Grant Project Coordinator, pam.jenson@cesa2.org, (608)-921-1400
- 👉 Jenny Jacobs, TIG CESA 7 – Statewide Indicator 14 and Eastern Regional Coordinator , jjacobs@cesa7.org, (920) 617-5630
- 👉 Jennifer Hilgendorf, TIG CESA 1 – Statewide Indicator 1 & 2 Coordinator, jhilgendorf@cesa1.k12.wi.us, (262)-787-9500 x 9545
- 👉 Amanda Jones, TIG CESA 1 & 2 – Southeastern Regional Coordinator, ajones@cesa1.k12.wi.us, (262)-787-9500 x 9578
- 👉 Brian Kenney, TIG CESAs 2 & 3 - Southern Regional Coordinator, bkenney@cesa3.org, (608)-448-9034
- 👉 LaNae Jabas, TIG CESAs 5 & 6 - Central Regional Coordinator, jabasl@cesa5.org, (608)-745-5489
- 👉 Brenda Swoboda, TIG CESAs 4, 10 & 11 - Western Regional Coordinator, bswoboda@cesa4.org, (608)-786-4841
- 👉 Kathy Tuttle, TIG CESAs 8, 9, & 12 - Northern Regional Coordinator, ktuttle@cesa9.org, (608)-844-0398

Stay connected to transition related news, professional development events, and resources in Wisconsin by visiting our [website](http://www.witig.org) on a regular basis. www.witig.org



The contents of this resource were developed under a grant from the U.S. Department of Education (DOE), CFDA (84.027), through the Wisconsin Department of Public Instruction (WDPI). The Transition Improvement Grant (TIG) acknowledges the support of WDPI in the development of resources. Please recognize the contents do not necessarily represent the policy of the DoE or the WDPI. There are no copyright restrictions on this resource; however, please credit the WDPI and the TIG when copying all or part of this material.