TRAX Transition Software
Procedures

Below are the KPRSD procedures for using TRAX. This document and the full TRAX training packet are located in the Staff Resources section of our transition website: www.kingphilip.org/transition. Please see the Transition Coordinator if you have any questions regarding expectations and/or procedures, or need help with any step of the process.

1. Administer TRAX transition surveys for all students for whom you are the liaison.

2. TRAX surveys are sent prior to annual IEP meetings and as part of the re-evaluation process. Surveys are sent 4-6 weeks prior to the IEP date.

3. Invite the student, his/her guardian and other Team members to participate in the transition survey assessment. In addition to special ed staff, such as teachers, SAC, OT, TC, SLP, Team members will also include general education teachers who are involved enough to have information about student strengths and support needs. Liaisons also complete the survey for each of their students. As a reminder, you have your "TRAX Self-Paced System" handout as a reference for each step of the process. This handout is also available on the HS Common 'H' drive and on our transition website: www.kingphilip.org/transition.

4. If you do not receive survey responses within the time frames indicated, you are responsible for following up with Team members, including parents, to get those responses.

5. Follow the procedures for analyzing, prioritizing, and editing for accuracy before saving survey results. Please reference the document, "Accessing KP Templates in TRAX" for assistance with this as needed. The saved TRAX summary blurb can then be accessed under the "IEP Content" tab.

6. Copy and paste the edited survey summary blurb from TRAX into the Strengths section of the IEP.

7. Use the assessment findings in the development of action steps on the Transition Planning Form and/or IEP goals. You will develop goals for the TPF first then transfer relevant skill-based goals into the IEP.

8. Do not delete any of your TRAX cases. Students shifting liaisons will be reassigned accordingly. Administration will determine if/when cases are to be deleted from the TRAX program.