

# Summary of Performance and Recommendations

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_;

Now that you have graduated or are beyond the age of eligibility for special education services, we are providing you with this Summary of Performance and Recommendations. We are offering you this information to assist you as you plan for your future. It is divided into two parts. The first part summarizes your current academic achievement and functional performance. The second part provides recommendations for how you might receive assistance in meeting the goals that you have been working toward for your post high school life.

## **Your Post-secondary Goals:**

## **Part I: Summary of Your Academic Achievement and Functional Performance:**

## **Part II: Recommendations to Assist You:**

We have enclosed a copy of this document for your parents. We will also place a copy in our records. If you have questions concerning this document, please contact:

Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

This form is used to comply with the requirement for a "Summary of Performance" in IDEA 2004, §Sec. 614(c)(5)(B)(ii).

**This form is used to:**

Comply with the new requirement for a “Summary of Performance” in IDEA 2004, §Sec. 614(c)(5)(B)(ii).

The Summary of Performance:

- a. Provides information to students who are graduating with a regular diploma to assist them in meeting their post-secondary goals; and
- b. Provides information to students who are leaving school because they exceed the age of eligibility for a free appropriate public education (end of school year in which they turn 21) to assist them in meeting their post-secondary goals.

Note: The Summary of Performance is NOT required for students with giftedness.

**Directions:**

1. Enter student’s name and address.
2. Enter the date the form is being sent.
3. Enter the student’s name in the salutation.
4. List the student’s post-secondary goals from the most current IEP
5. Write a summary of the student’s academic achievement and functional performance. This statement should describe:
  - the student’s current academic and functional performance;
  - how the student’s disability has affected the student’s academic achievement and functional performance; and,
  - how the student’s current performance is expected to impact the student in the post-secondary environment.Potential sources for this information include review of records, interviews, observations, and tests.
6. Write any recommendations for assisting the student in meeting the student’s post-secondary goal(s). These may include:
  - recommendations for accommodating the student’s disability in post-secondary environments such as: training, education, employment, and, where appropriate, independent living; and
  - any other recommendations for assisting the student to achieve the student’s post-secondary goal(s).Recommendations should be based upon the needs of the student and the types of services and supports they have been receiving. These could include such things as adaptive devices, assistive services, or strategies to enhance the student’s success in the post-high school environment the student is transitioning to.
7. Enter the name and title of the teacher or provider completing the summary, the name of the school and school district, a contact phone number for the teacher or provider.

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