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MEMORANDUM | Center for Student Services

Date: November 1, 2024
To: Interested Districts, Families and Students
From: Lynn Brannon, Director
Subject: Campus Based Transition Referral Information Packet

The Educational Service Center of Central Ohio has partnered with area institutions of higher education to give Central Ohio students with disabilities campus-based transition programs in a peer group setting with the curriculum, environment and support needed to improve their lives after completing secondary education.

These transition programs have created a unique partnership between secondary and higher education for students with disabilities. **WINGS** (*Winning Independence through Guided Support*) at Columbus State Community College, **STEP** (*Student Transition Education Program*) and **Project PLUS** at The Ohio State University were all recognized in 2007 with the American School Board Association's highest honor, a Magna Award Grand Prize.

Enclosed is the Campus Based Transition Referral Information Packet. All materials in the packet need to be completed for each student referred for placement in the program. Brochures describing the programs are also included for your information.

After you have completed the enclosed forms and obtained the additional information required (see checklist) send the referral packet to: **Libby Costin and Joyce Ellis Educational Service Center of Central Ohio, 2080 Citygate Drive, Columbus, Ohio 43219. You may also email application packets (completed in full) to libby.costin@escoco.org and referrals@escoco.org.**

Referral procedures and timelines are described in sequence in the application packet. Please contact Megan Mastrobuono, Coordinator at Megan.Mastrobuono@escoco.org for additional questions.

Campus Based Transition

Referral / Application Process

The following process is designed to assure appropriate placements are made. It is important that the student and family become familiar with the program and the CBT staff becomes familiar with the student. Students are referred to the Placement Committee of the Educational Service Center of Central Ohio (ESCCO) by the local school district for consideration for placement. **Only local school districts and community schools may make a referral and submit an application for a student.**

Please note that an application to the Campus Based Transition Program of the Educational Service Center of Central Ohio is an **application** to the program. Not every applicant is accepted. While students and families will be asked to indicate their preference for class placement, the Placement Committee will make the final decision and offer placement in the classroom that is the best match to student's needs and goals.

Process

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| Step 1 | The ESC Coordinator of Campus-Based Transition programs will contact district special education administrators announcing tour dates for the CBT program. All students must be referred by their school district or community school. |
| Step 2 | The ESC Transition Specialist will match students/families and the tour schedule. At least one parent should accompany. |
| Step 3 | Application packets will be given at the first tour and will be sent to the district contact person to be completed after the tour. Please read the instructions carefully. Some pages are to be completed by the family and the district completes others. Medical information must be completed. |
| Step 4 | Referring district completes application and return it to Libby Costin and Joyce Ellis at the Educational Service Center of Central Ohio. Packets must be received no later than January 17, 2025, 5:00 p.m. |
| Step 5 | In late February, the Placement Committee of ESCCO will meet to review all applications. |
| Step 6 | In early March, districts and families are notified as to the status of the application. |
| Step 7 | The ESCCO CBT team will coordinate with parents & district staff to schedule a Spring IEP meeting to finalize placement. |