



Information for Career Assessments-IMPORTANT, PLEASE READ ALL

Dear Teacher/Associate School Personnel:

Thank you for allowing your student(s) to participate in Career Assessment, a valuable tool for transition planning. Below are directions for submitting required information in order for your student(s) to participate. ****Due to scheduling and space constraints, ALL forms MUST be completed and submitted to EHOVE *prior* to the scheduled assessment dates. Students with incomplete or missing intake forms will not be permitted to participate in Career Assessment at EHOVE.****

FORMS TO BE COMPLETED AND/OR GATHERED BY THE TEACHER:

- **ONLINE FORM – Career Assessment Referral Form**
 - Please use the link for the referral form, which can be found on EHOVE's webpage at: <http://www.ehove.net/high-school/special-services/c-assessment.html>, to complete this form using information from your records for each student that is scheduled for assessment. Be as **thorough** and **accurate** as possible.
- **Emergency Medical Form AND Academic Transcripts**
 - Send a copy of the most recent EMF and Academic Transcript that is on file at the school.

TO BE SENT HOME WITH STUDENT:

- **Parent Permission Form**
 - This must be completed by a parent/guardian of each student and returned.
- **Notification Form**
 - Please complete this form by inserting the scheduled assessment date you received from either your work study coordinator or special education supervisor and give to the student.

*These forms can be obtained from your work study coordinator or are available to be printed online from the following address: <http://www.ehove.net/high-school/special-services/c-assessment.html>

***All forms can be scanned and sent via e-mail to mpeters@ehove.net or faxed to 419-499-5275 attention Marissa Peters**

If you have any questions, please contact me at **419-499-4663, 419-627-9665, or 866-256-9707 (toll free), extension 224** or by email at mpeters@ehove.net.

Thank You!

**Marissa Peters
EHOVE Transition Specialist**