

Hancock County Schools

SUMMARY OF PERFORMANCE DIRECTIONS

(for students exiting school because of graduation or age)

1. **County:** May be preprinted with county name.
2. **Date:** Actual date of the completion of the form.
3. **Student Information:**
 - **Student:** Complete, legal name of the student.
 - **Grade:** Current grade of the student.
 - **WVEIS#:** West Virginia Information System (WVEIS) Student Number.
 - **School:** Complete name of the school that the student currently attends.
 - **Date of Birth:** Complete date of the birth for the student.
 - **Age:** Current age of the student.
 - **Parent/Guardian:** First and last name of the parent or guardian.
 - **Phone:** Complete phone number.
 - **Address:** Complete street address, city and zip code information.
4. **Post-secondary Goal(s):** List postsecondary goal(s) of the student including goals for further education, employment and independent living.
5. **Academic Achievement:** Describe academic performance of the student including skills in the areas of reading, math and writing. Attach the student transcript for high school and any current academic achievement assessment information.
6. **Functional Performance:** Describe functional performance demonstrated by the student regarding his/her ability to function in the educational setting, work place, home and community. Include relevant information regarding learning styles, successful instructional strategies, work habits, social traits, mobility, self-determination and independent living.
7. **Recommendations for Meeting Post-secondary Goals:** Describe the “next steps” that need to occur for the student to meet his/her postsecondary goals. Consider which agencies might be instrumental in assisting the student to meet his/her post-secondary goals as well as steps the parent may take to assist the student.