**Mail to parents or guardians of students with individual education plans (IEP) or Section 504 plans:**
- Consent for VR Referral
- Release of Records
- VR brochure

*(Suggestion: Mail home with IEP invitation)*

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**VR Services (Traditional)**

- VR counselor schedules meeting with student within three days of referral. VR counselor will be responsible for obtaining parent signatures on the VR application and any other required forms.

- VR case MUST be transferred to post-release county (Verbal consent from parent)

- VR Referral box should be checked “Yes” on EEEP.

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**Pre-Employment Transition Services (Pre-ETS)**

- (Entry Transition) – Submit referrals through Student Transition Activities Record (STAR) Portal.

- VR youth technician receives the referrals and contacts DJJ Pre-ETS contact to schedule initial meeting with students and parents or guardians, if possible. The DJJ Pre-ETS contact identifies the service provider. (DJJ Pre-ETS contact will need to rotate VR Pre-ETS providers.)

- DJJ Pre-ETS contact sends IEPs or Section 504 plans to VR youth technician

- Youth technician schedules follow-up service meeting with DJJ Pre-ETS contact

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**Related Links:**

- [Division of Vocational Rehabilitation](http://rehabworks.org)
- [VR Referral](http://rehabworks.org/docs/VRreferral.rtf)
- [VR Brochures](http://rehabworks.org/stw_brochures.shtml)
- [STAR Portal for referrals](https://star.rehabworks.org/Account/Login?ReturnURL=%2f)