

# Glossary

Below are the definitions of terms used throughout **Planning Your Future: A Guide to Transition**.

- ★ **American Job Centers (AJCs):** Free, federally funded support centers available to assist all job seekers. Some AJCs offer youth services, such as obtaining a work permit, preparing for a high school equivalency exam, and more.
- ★ **Americans with Disabilities Act (ADA):** A civil rights law that protects the rights of individuals with disabilities in employment, government services, and other aspects of public life. The ADA provides equal access for people with disabilities and requires businesses and other public places (including colleges) to be accessible for people with disabilities.
- ★ **Career clusters:** Related careers that share similar knowledge, skills, and interests.
- ★ **Career and Technical Education (CTE):** Courses that prepare students for the workplace by providing academic and technical skills, knowledge, and training necessary to succeed in future occupations. CTE students earn industry certifications and licenses, postsecondary certificates, associate's degrees, bachelor's degrees, and more. CTE courses are delivered at comprehensive and CTE-dedicated high schools, magnet schools, area technical centers, community and technical colleges, and some four-year universities.
- ★ **College:** Also referred to as postsecondary education, institution of higher education, university. An educational establishment that provides higher education or specialized professional/vocational training.
- ★ **Disability disclosure:** In college or employment, the process of formally giving information about your disability, usually in order to obtain accommodations.
- ★ **Dual enrollment:** When high school students also enroll in college courses to earn credit. Dual enrollment gradually introduces students to college and helps them navigate postsecondary coursework, as well as learn self-advocacy skills.
- ★ **Functional limitation:** A restriction or impairment of a person's ability to perform actions within the expected range for that activity, usually due to a mental or physical disability.
- ★ **Individualized Education Program (IEP):** A plan or program developed to ensure that a child who has a disability receives specialized instruction and related services. Under IDEA, transition planning is a required part of an IEP for students ages 16 and older.

- ★ **Individuals with Disabilities Education Act (IDEA):** The primary education law that requires public schools to provide all K–12 students with disabilities a free and appropriate public education. There are 13 categories of disability under IDEA law:
  - Autism spectrum disorder
  - Deaf-blindness
  - Deafness
  - Emotional disturbance
  - Hearing impairment
  - Intellectual disability
  - Multiple disabilities
  - Orthopedic impairment
  - Other health impairment
  - Specific learning disability
  - Speech or language impairment
  - Traumatic brain injury
  - Visual impairment, including blindness
  
- ★ **K–12 public school:** Refers to public elementary and secondary schools, encompassing grades kindergarten through grade 12.
  
- ★ **Pre-Employment Transition Services (Pre-ETS):** Services that provide assistance to individuals with disabilities (ages 14–21) in areas such as workplace training, job exploration, postsecondary education advising, and more.
  
- ★ **Reasonable accommodation:** Any change or adjustment to a job or work environment. An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship (that it would require significant difficulty or expense). Accommodation decisions are made on an individualized basis.
  
- ★ **Rehabilitation Services Administration (RSA):** Office within the U.S. Department of Education that provides resources to assist state agencies in providing vocational rehabilitation services to individuals with disabilities.
  
- ★ **Section 504:** A section of the Rehabilitation Acts that prohibits disability discrimination in any program that receives federal funds (including all K–12 schools and most colleges). Public K–12 schools are required to provide 504 plans to students with disabilities to ensure access to the general curriculum. Colleges do not provide 504 plans.
  
- ★ **Self-advocacy:** When students advocate for themselves, they apply skills to understand their rights, needs, and interests, and then communicate their understanding to their teachers or other decision-makers.
  
- ★ **Summary of Performance (SOP):** An important transition tool required under federal law for students with IEPs. It summarizes a student’s levels of performance (e.g., grade levels, scores, strengths, needs) and essential accommodations.

- ★ **Transition:** The process of transitioning from school to post-school, whether that's college, the workforce, or something else.
- ★ **Vocational Rehabilitation (VR):** Programs that provide services to individuals with disabilities, including Pre-Employment Transition Services, to help them prepare for, secure, regain, or retain employment.