

## The STEPs to Enroll:

### Step 1:

Students age 18-22 at South Lakes, Herndon, Madison, parts of Westfield and Langley high schools who have graduated with an applied diploma are eligible to participate in STEP.

### Step 2:

Complete a tour of the STEP program with a parent and base school representative.

### Step 3:

Base school ETR works with student and family to complete and send CTS referral packet by June 1.



### Step 4:

Hold IEP team meeting through base school with STEP staff in attendance to discuss adding services.

### Step 5:

If the team is in agreement, an IEP addendum is created by the end of the current school year. The addendum should address the student's present level of performance and goals for vocational, independent living, or social skills.



## For More Info or To Arrange a Tour:

The Employment and Transition Representative (ETR) at each school helps students/families arrange tours and completes referrals to the STEP program.

To contact the ETR at your base school:

<http://www.fcps.edu/dss/sei/careertransition/contactsheet.pdf>

Tours are given at scheduled times during the school year. Registration is required, and parents are encouraged to attend. Students will need transportation to the South Lakes High School campus for the tour.

STEP program staff can also be invited to attend IEP meetings to share more details about the program.



### Career & Transition Services

Department of Special Services  
Fairfax County Public Schools  
3877 Fairfax Ridge Road  
Fairfax, VA 22030  
Phone: 571-423-4150

[www.fcps.edu/dss/sei/careertransition/](http://www.fcps.edu/dss/sei/careertransition/)

Fairfax County Public Schools  
Career & Transition  
Special Education Services

## STEP: Secondary Transition to Employment Program



### South Lakes High School

11400 South Lakes Drive  
Reston, VA 20191  
Phone: 703-715-4631  
Fax: 703-715-4597

[www.fcps.edu/SouthLakesHS/](http://www.fcps.edu/SouthLakesHS/)

# Secondary Transition to Employment Program – STEP

## What is the STEP program?

The goal of the STEP program is to expand employment training and transition offerings in the western part of Fairfax County for students earning Special or Modified Standard diplomas.

### Students in the STEP Program:

- Determine job preferences and strengths
- Learn work skills in real work settings
- Develop a work history and a resume
- Build self-confidence
- Facilitate the transition from school to work



## Community Work Experience

Students participate in a year-long internship at a local business. Before their internship begins, students participate in the pre-employment process, including application, interview, and orientation. They receive training on the job from FCPS staff and job coaches, as well as their work site supervisor and co-workers. STEP interns complete at least four hours per day at their work site.

## Previous Community Work Experience Sites

Serco, North America  
Office/clerical

Sodexo/USGS  
Commercial food service



Reston Children's Center  
Preschool—age child care

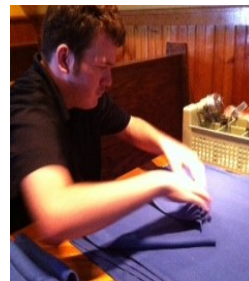
Double Tree by Hilton / Washington Dulles Marriott  
Housekeeping/food service/front desk

BSEE  
Data Entry

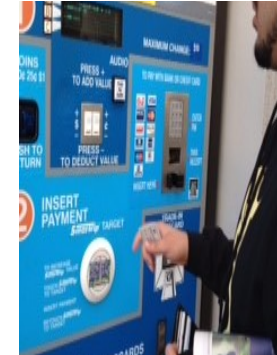
Glory Day's / On the Border  
Restaurant prep

Giant Food Store  
Courtesy clerk

Dranesville Elementary  
Library aide



## Classroom and Community Based Instruction



In addition to work experience, the STEP program provides a combination of community and classroom based instruction in work and independent living skills. Students participate in functional activities in a variety of locations. These activities include pedestrian and travel training experience on public transportation sources such as the Fairfax Connector, Metrobus, and Metro Rail.

### Instructional topics:

- ✓ Job search & resumes
- ✓ Interviewing
- ✓ Work skills
- ✓ Self-advocacy
- ✓ Technology training
- ✓ Independent living
- ✓ Community Service

