

Dear Parent/Guardian,

My name is Natalie Vester and I am an Early Reach Coordinator with the Washington Office of Vocational Rehabilitation (OVR). OVR is a state agency that provides vocational rehabilitation services to help persons with barriers to help them prepare for, obtain, or maintain employment. As an Early Reach Coordinator, my job is to educate students, parents, educational staff, and community organizations about early career planning and the services that OVR offers.

You are receiving this letter because OVR's Pre-Employment Transition Services have been requested by your child's school. These services are intended to support your child's secondary transition by providing opportunities to participate in activities that build knowledge and skills to prepare for life after high school. I will be providing these Pre-Employment Transition Services in your child's class during this school year. As part of these services, your child will be introduced to the following concepts:

- **Work Ethics**
- **Work Values**
- **Responding to Job Offers**
- **Goal Writing**
- **Vision Boards**
- **Career Assessments**
- **Power of a Positive Attitude**
- **Time Management**
- **Interviewing Skills**
- **Online Applications**
- **Resumes with No Experience**
- **Finances**
- **Communication**
- **Internet Safety**
- **Teamwork**
- **Self-Advocacy**

Enclosed with this letter is a Pre-Employment Transition Services Release of Information and additional information about OVR, including important information about OVR's Order of Selection. This Release of Information must be completed for students who do not have an open OVR case. The information requested on the Release of Information serves the following purposes:

- the release formally documents your child's participation in group Pre-Employment Transition Services within OVR's service records. Documentation of groups will ensure continuation of such services if your child applies for OVR individualized case services and is placed on the waiting list for individual vocational rehabilitation services;
- the release is used for data collection of basic demographic information to improve service delivery to students with disabilities; and
- the release fulfills OVR's reporting requirements to the US Department of Education.

If you do not return the completed Release with the requested information, your child will still be able to be present during the group services described above, but no formal documentation of participation will occur. Please note that without this documentation of group services, your child will not be able to continue to receive Pre-Employment Transition Services if he or she pursues individualized services via the online pre-application process and is placed on a closed order of selection. Therefore, it is very important that your child's participation is formally documented within OVR's service records.

Please have your child return the Release of Information to school within **the next 7 days**. If you have any questions, please feel free to contact me by phone or by email. I look forward to providing engaging Pre-Employment Transition Services to your child's class.

Sincerely,

Early Reach Coordinator
Natalie Vester, MSW, LSW
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