



# Checklist for Complete Statewide Transition Leadership Application

## Instructions

Please review the following checklist to ensure you complete all the requirements for the 2026 Statewide Transition Leaders Academy Application. Incomplete applications will not be accepted.

### Part 1

- Applicant Information

### Part 2

- Knowledge Rating
- 500-Word Essay:
  - Describe your professional goals and what you hope to accomplish from this experience.
  - Discuss your philosophy of transition planning.
  - Describe how you will build knowledge and skills within your school division.
  - Describe how this experience will improve postsecondary outcomes for students with disabilities.
- Resume
- Recommendation Letter:
  - Highlight Your Qualifications
  - Explain Communication Skills
  - Explain Leadership Potential

### Part 3

- Review and Sign Expectations for Academy Participation (Your Signature)
- Review and Sign Expectations of the School Division Administrator in Support of the Academy Applicant (Superintendent's or Designee's Signature)

### Part 4

- Recommendations and Approvals
  - Superintendent's or Designee's Signature
  - Director of Special Education's Signature