

## Application Planning Document

The application planning document provides information that is required to complete the online application. The purpose of the document is to act as a guide for the applicant to gather required application information prior to entering the online application. Once the application has been started it cannot be saved and completed at a later time. Please note the required essay questions, it may be helpful to type these ahead of time in a word document and paste them into the online application.

### **Application Materials Checklist:**

- \*Documentation of Intellectual Disability
  - IEP
  - Physician's documentation
  - Social Security Administration documentation
  - Psychological or Neuropsychological Evaluation Summary
  - Comprehensive Evaluation Summary
  - Vocational Rehabilitation documentation
- \*Most recent IEP from last year in high school (if not included as documentation of disability above)
- Upload transcripts from any college or postsecondary program.
- Upload Three (3) letters of recommendation from individuals who know the applicant, representing each of the following areas (specific questions included on each reference form).
  - Personal (e.g. friend)
  - High School Teacher or Guidance Counselor
  - Employer or Volunteer reference (or someone who can discuss student's employment experience, example: transition coordinator)

**\*Please note: documentation of intellectual disability and/or IEP do not need to be uploaded to the application. Please email documentation to [kutpe@ku.edu](mailto:kutpe@ku.edu) or mail it to:**

KU Transition to Postsecondary Education  
1200 Sunnyside Ave.  
Lawrence, KS 66045

## Required Application Information:

### Student/ Family Information:

- Student's Name
- Student's Address
- Student's email
- Date of birth
- Gender
- Phone number
- Parent/Guardian Name
- Parent/Guardian Address (if different)
- Parent/Guardian Email
- Parent/Guardian phone number

### Education Experience:

- Name of high school attended (include city and state)
- Year of graduation
- Have you attended college or a postsecondary training program before? Yes/No
- If so, where?
- Which of the following best describes the curriculum and educational setting you experienced in high school?
  - Fully included
  - Special education classes only
  - Majority of time in an inclusive setting
  - Majority of time in special education classes
  - Other
- If yes, please list the general education classes you completed
- What are the most helpful accommodations and/or modifications you received in high school general education courses?
- Did/do you have homework in high school? Yes/No
- If yes, please describe the types of homework you completed:
  - Writing Assignments, please describe
  - Worksheets, please describe
  - Reading Assignments, please describe
  - Presentations, please describe
  - Projects (single or group)
- What are the typical ways you complete homework? Please include specific homework accommodations and/or modifications you find helpful.

### Employment/Work Experience Field:

- Are you currently employed? Yes/No
  - If yes, where?
  - What is your job?
  - Were you paid minimum wage or more for this job?
  - Dollars per hour
  - How long have you worked in this job?
  - How did you find this job and what steps did you take to get the job?
- Two most recent jobs
  - Dates of employment
  - Place of employment
  - Job duties
  - Wage
- What is your dream job?

### Supports:

- Do you receive personal, in-home or community support services from an agency? Yes/No
  - If yes, Agency Name:
  - Agency City
  - Agency State
  - Agency Case Manager
  - List the services they provide:

### Housing:

- If accepted into KU-TPE, what is your living preference for your FIRST YEAR?
  - Live on-campus student housing (e.g. Residence Halls, Cost Approx: \$10,000-\$11,000/year)
  - Live at home
  - Other
- If accepted into KU-TPE, what is your living preference for your SECOND YEAR?
  - Live on-campus student housing (e.g. Residence Halls)
  - Live at home
  - Other

### Essay:

- Describe your strengths
- Describe your dreams for the future
- What do you hope to gain from attending KU?
- Describe the types of supports you use to help you make decisions and advocate for your needs.