STUDENT REQUEST FOR PRE-EMPLOYMENT TRANSITION SERVICES

DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOCATIONAL REHABILITATION
SFN 1092 (11-2026)

Click Here to Clear Field Data

Student Name				Date of Birth
Student Preferred Name	Gender ◯ Male ◯ Female			Telephone Number
Address	City	County	State	ZIP Code
Parent Name				Parent Telephone Number
Preferred Email Address				

Student's Ethnic Origin: Select all that Apply

☐ Asian ☐ Black or African American ☐ Native American, Aleutian, Eskimo
☐ Native Hawaiian or Pacific Islander ☐ Middle Eastern or North African ☐ White

Ethnicity: Select One

◯ Hispanic or Latino ◯ Not Hispanic or Latino

Student's Disability Status: Select One

◯ Section 504 Plan ◯ Individualized Education Program (IEP) ◯ Has a disability (No 504 or IEP)

Primary Disability		
School Name		
State Student Identification Number (SSID)	Grade Level	Expected Graduation Year

PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) REQUESTED

Services Requested: Select all that Apply

☐ Job Exploration Counseling: Helps students explore careers and jobs that match their interests, strengths, and goals. May include career exploration, job and wage information, and career interest inventories.

☐ Work-Based Learning Experiences (WBLE): Helps students learn about work through real-world experiences. May include job shadowing, workplace tours, informational interviews, internships, and other work experiences.

☐ Counseling on Postsecondary Education Programs at Institutions of Higher Education: Helps students explore college, comprehensive transition programs, training, and other education options after high school. May include admissions, financial aid, career pathways, and disability support services.

☐ Workplace Readiness Training: Helps students develop skills needed for work, such as communication, teamwork, problem-solving, professionalism, time management, and employment-related independent living skills.

☐ Instruction in Self-Advocacy, including Peer Mentoring: Helps students understand their strengths and rights, communicate their needs, make informed choices, and request supports or accommodations.

By signing this form, I am requesting Pre-Employment Transition Services (Pre-ETS). Services will remain in effect until I no longer meet the definition of a student with a disability, no longer need Pre-ETS, or no longer wish to participate. I authorize North Dakota Vocational Rehabilitation (NDVR) and my school identified above to mutually exchange information necessary to verify my status as a student with a disability and to coordinate and provide Pre-ETS. Information exchanged may include education and disability information needed to verify my status and documentation about my participation in and receipt of Pre-ETS. This authorization is voluntary and may be revoked at any time, except to the extent that action has already been taken in reliance on it. This is not an application for Vocational Rehabilitation (VR) services. I understand that I may apply for VR services at any time. The information I have provided is, to the best of my knowledge, true, correct, and complete.

Signature of student	Date
Signature of student's parent or legal guardian, if student is under 18 years old	Date

STUDENT WITH A DISABILITY VERIFICATION FOR PRE-EMPLOYMENT TRANSITION SERVICES

Student Name

Definition of a Student with a Disability:
For NDVR Pre-ETS, a student with a disability is an individual who is age 14 through 21, is enrolled in a secondary, postsecondary, or other recognized education program, and has a disability. Disability status must be verified through eligibility for and receipt of special education or related services under IDEA, or documentation establishing that the student is an individual with a disability for purposes of Section 504 of the Rehabilitation Act. A formal Section 504 plan is not required.

If school personnel are verifying the student's disability status, please complete the following section.

By signing this form, I verify that this individual meets the definition of a student with a disability and that documentation is available to support the verification indicated below: Select one

- ◯ A student with a disability who has a formal Section 504 plan
- ◯ A student with a disability and is receiving transition services under an Individualized Education Program (IEP)
- ◯ A student who meets the definition of an individual with a disability under Section 504 of the Rehabilitation Act but does not have a formal Section 504 plan or IEP

School Personnel Name	School Personnel Signature	Date

If disability status is not verified by school personnel, supporting documentation must be submitted with the request. Select all documents included.

- ☐ Copy of an Individualized Education Program (IEP) or Section 504 Plan
- ☐ School records or a statement from school personnel
- ☐ Proof of receipt of SSI/SSDI benefits based on the individual's own disability
- ☐ Medical or psychological documentation signed by a licensed professional

Please submit this completed form and supporting documentation, if applicable, to your local NDVR Office. NDVR staff must review and sign the form to document approval before services begin.

NDVR OFFICE USE ONLY

NDVR Review and Approval: Complete All Items

- ☐ Required verification has been reviewed and individual is confirmed to be a student with a disability.
- ☐ The student has reviewed information about the available Pre-ETS and requested specific services.
- ☐ NDVR approves the requested Pre-ETS as appropriate for the student based on the student's individual needs and interests.

NDVR Staff Signature	Date

YOUR APPEAL RIGHTS

Decisions made by Vocational Rehabilitation may be appealed. The Client Assistance Program (CAP) at the North Dakota Protection and Advocacy Project can provide you with information, advocacy, and assistance with appealing a decision.

Client Assistance Program
North Dakota Protection and Advocacy Project
400 E Broadway, Suite 409
Bismarck, ND 58501
Phone: 701-328-2950
Toll Free: 1-800-472-2670
ND Relay TTY: 711
Fax: 701-328-3934
Email: panda_intake@nd.gov

If you have questions or concerns about a decision regarding Pre-Employment Transition Services, you may contact North Dakota Vocational Rehabilitation.
If you disagree with an NDVR decision affecting vocational rehabilitation services, you may request an informal review, mediation, or an impartial appeal hearing. An appeal must be made within 30 days after the date NDVR notifies you of the decision being appealed.

INSTRUCTIONS TO REQUEST PRE-EMPLOYMENT TRANSITION SERVICES FOR STUDENTS

1. The Student Request Form is required for each student with a disability who will receive Pre-Employment Transition Services (Pre-ETS). The Student Request Form must be completed, submitted to, and approved by NDVR before Pre-ETS are provided.
2. The student's State Student Identifier (SSID) must be entered in the Student Information section of the form, when available. The SSID can be obtained from the student's school.
3. The student will review the Pre-ETS definitions and check all Pre-ETS the student is requesting. Requested services should be based on the student's individual needs and interests. Only Pre-ETS requested by the student and approved by NDVR may be provided and billed.
4. By signing the form, the student and, if the student is under 18, the parent or legal guardian authorize the mutual exchange of information described on the form.
5. School staff may sign the form to verify that the student meets the definition of a student with a disability. When school staff provide this verification, no additional disability documentation is required to be submitted with the form. NDVR may request to review the school's documentation supporting the student's disability status.
6. If the disability status is not verified by school personnel, supporting documentation sufficient to verify that the individual meets the definition of a student with a disability must be submitted with the Student Request Form.
7. The completed Student Request Form and any supporting documentation must be sent to the local NDVR office through a secure method, such as mail, fax, or the State of North Dakota Secure File Transfer System. NDVR office addresses and fax numbers are available on the NDVR website.
8. NDVR staff will review the Student Request Form and required verification. NDVR staff will sign the form to confirm that the individual meets the definition of a student with a disability and that the requested Pre-ETS have been approved based on the student's individual needs and interests. Pre-ETS may not begin until NDVR approval is complete.