



**Utah  
Parent  
Center**

**Special needs,  
extraordinary potential**

## **Including Soft Skills in the Summary of Performance**

Schools are required to provide all youth in special education with a **Summary of Performance (SOP)**. This summary of a youth's academic achievement and functional performance should also include recommendations on how to assist the youth in meeting his or her postsecondary goals. The SOP can be of great benefit to your youth when it is prepared and used properly.

### **Q and A**

#### **Q. Who receives the SOP?**

A The school provides the SOP to the special education youth.

#### **Q. When is the SOP received?**

A. When the student is due to graduate with a regular diploma or is no longer eligible for school services because of age.

#### **Q. What is the purpose of the SOP?**

A To help a youth meet his or her goals for life after high school.

#### **Q When is the SOP most useful?**

- A
1. When the SOP is linked with the IEP process.
  2. When the youth has the opportunity to actively participate in the development of the SOP.
  3. When parents work with the school to make sure a helpful SOP is developed.

#### **Q Why should soft skills be included in the SOP?**

A Soft skills will be important for achieving any goals the youth has, including employment goals.

#### **Q How can the youth use the SOP?**

A 1. Youth who qualify for services from Vocational Rehabilitation (VR) can share information from the SOP with the VR counselor to help with the development of the Individualized Plan for Employment.

2. Youth can share the information with their service providers who work with employers.

3. Youth can refer to the SOP when filling out a job application or creating a resume.

**Q What can parents do to help with the SOP?**

A. 1. Work with the school to make sure that their youth's SOP lists the soft skills mastered in high school along with academic and technical skills.

2. Help their youth make sure to list all of his or her important strengths and achievements.

3. Work with the school to make sure appropriate and helpful recommendations are included.

4. Work with the school to make sure appropriate accommodations are listed as part of the recommendations for how to achieve the student's goals.

**Q Where is the requirement for the SOP found?**

A. In the Individuals with Disabilities Education Act (IDEA) of 2004 [300.305 (e)(3)].

**Q Where can I find more information on the SOP?**

**A Here are several good resources.**

Annotated Bibliography: [https://www.transitionta.org/sites/default/files/AB\\_SOP\\_Final\\_0.pdf](https://www.transitionta.org/sites/default/files/AB_SOP_Final_0.pdf)

Documents to Keep as You Transition Into Adult Life: <https://www.pacer.org/transition/resource-library/publications/NPC-33.pdf>

Summary of soft skills including the summary of performance and how parents can help: [http://www.ncwd-youth.info/wp-content/uploads/2016/11/infobrief\\_issue34.pdf](http://www.ncwd-youth.info/wp-content/uploads/2016/11/infobrief_issue34.pdf)

Sample Summary of Performance: [https://www.transitionta.org/sites/default/files/SOP%20Document%20NCDPI\\_final\\_11-14-13.pdf](https://www.transitionta.org/sites/default/files/SOP%20Document%20NCDPI_final_11-14-13.pdf)