

**Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3288,
Pre-Employment Transition Services Permission**

1. Purpose of the form

To receive permission for the VR counselor to provide Pre-Employment Services to a student

2. When it is used

Before a student can receive Pre-Employment Transition Services

3. Who completes the form

Parent, Guardian or adult student

4. An explanation of what goes into any field that is not clearly self-explanatory

N/A

5. Who needs the original and where should it be filed

VR Counselor, Case Management System

6. Who needs a copy and where should it be filed

Parent, parent's files

7. Length of time the form must be maintained after the service is rendered/case closed

2117; 5 years.