



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** September 28, 2018  
**TO:** Division Superintendents  
**FROM:** James F. Lane, Ed.D., Superintendent of Public Instruction  
**SUBJECT:** **Virtual Job Shadow**

The Virginia Department of Education, Special Education and Student Services Division (SESS) purchased a limited number of subscriptions for an online program called [Virtual Job Shadow](#) (VJS). This product will assist school divisions in the development of transition focused Individualized Education Programs (IEPs) for students with disabilities. It does not take the place of age appropriate transition assessments, required by the *Individuals with Disabilities Education Act* (IDEA). This program is also used by the Department for Aging and Rehabilitative Services' Pre-Employment Transition Services (Pre-ETS) counselors to assist with career development.

Directors of Special Education are asked to complete [Attachment A](#) and return it to Marianne Moore, via email at [Marianne.Moore@doe.virginia.gov](mailto:Marianne.Moore@doe.virginia.gov), prior to obtaining subscriptions. Staff members that use the program will be required to complete the VJS training. Directors and staff are also encouraged to visit the VJS site to review the program. If you have any additional questions, please contact Mr. Jeff Phenicie, Director of Special Education Program Improvement, at [Jeff.Phenicie@doe.virginia.gov](mailto:Jeff.Phenicie@doe.virginia.gov); telephone (804) 786-0308 or Marianne Moore, Secondary Transition Specialist, at [Marianne.Moore@doe.virginia.gov](mailto:Marianne.Moore@doe.virginia.gov); telephone (804) 225-2700. 269-18

JFL/JME/mm

**Attachment**

- A. [Virtual Job Shadow Planning Sheet \(Word\)](#)