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.