The **Level Up Program** sponsored by Envision is the place to be for students with visual impairments who want to advance and succeed in all areas of their lives. With a mission to prepare students for whatever comes their way, Level Up is also a destination for parents who are looking for resources to strengthen their roles as advocates and confidants.

The Level Up Program provides progressive support and assistance to middle and high school students from all parts of the US and other countries to inspire them to be self-sufficient members of society. By bringing students who are blind or visually impaired together, this event will foster psychosocial development to provide a foundational framework of confidence and, ultimately, success in their futures. The Level Up Program offers support in a wide array of settings and opportunities for individuals to explore their potential and affirm their abilities, not their disabilities.

Enclosed is the Referral Packet information for our Level Up Program, 2020

Our primary goal is to provide students with the knowledge and tools to be successful in school, and increase their confidence. Due to the limited number of spaces available, teachers are asked to submit a recommendation form for each student they wish to be considered for this program. Please submit your student referrals as soon as possible to help us identify and notify students and their families to begin the application process, finalize material purchases and facility bookings.

The total program fee for the week is $100.00 per student. The fee includes the program, supplies, housing and meals. Financial assistance is available based on the request and completion of a Financial Assistance Application. As it is our mission to provide services, regardless of ability to pay, we will visit with any parent who is in need of financial assistance.

Please include any information regarding personality traits, strengths, weaknesses, likes and dislikes of your student that may better prepare us in working with your student. Enclosed is a curriculum overview of the technology labs – please refer to this when determining student skill level of your students, as requested on the recommendation form. Please feel free to share with other teachers.

Students will be contacted immediately upon receiving your student referral. Upon receiving verbal commitment to attend our tech program, students will be tentatively registered and an application will be sent to the student. Registration will be finalized as soon as the student application and registration fee is received and processed. Teachers and students will be notified when this process is complete.

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Please consider including this program in your student’s IEP. If you sent a student last year who you would like to refer to progress skills and work on additional goals, this student is eligible to return if this student is a current middle or high school student or is receiving transition services through the district. Please list specific goals and submit your referral.

As always, you are invited to attend any or all portions of this program; we would love to have you involved!

**Attached are the YouTube videos from the 2017 Camp Programs:**
High school: [https://youtu.be/6YPsX72BXzg](https://youtu.be/6YPsX72BXzg)
Middle school: [https://youtu.be/ETqffjM17w](https://youtu.be/ETqffjM17w)

You may return the recommendation forms by any of the following methods:

**MAIL**
Hannah Christenson • Envision • Level UP Program
610 N. Main St. • Wichita, KS 67203

**FAX**
Hannah Christenson • (316) 440-1540

**SCAN AND E-MAIL**
hannah.christenson@envisionus.com

**DROP OFF**
You may drop off the recommendation forms at the Envision front desk
8 to 5, M-F • Attention: Hannah Christenson

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**Thank you for your support of our programs and the opportunity to support your students!**

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**LETTER from a parent**

“I wanted to be sure to tell you how much your offer to accept [our child] at Level Up meant to me. I had looked into the Level Up Program before, but didn’t think that [she] could go because she didn’t have a computer.

I can’t tell you how much [our child] enjoyed your program. She told us that it was the best camp she has been to. Level Up Program was not only fun, but she learned something. That has been our biggest challenge in finding educational-based camps and activities for [her]: she’s bored. That’s not to say that other camps haven’t been good, but [she] likes to be challenged.

Her exact quote to me was, ‘I appreciate that I actually learned something at Level Up. Other kids might not care about learning something at a summer camp, but I do. I like the fact that I can use what I learned there. I am definitely going back.’

Trust me, that is high praise from [her]. She even said she thought it was cool that [staff] mentioned having [her] work with her on a talk about how important keyboarding is in school. [Our child] works really hard in school and in life. She has succeeded in both areas because others have supported AND challenged her. (Trust me, there is a difference between those two).

Thanks to everyone at Envision and the Level Up staff/volunteers for making a difference in the life of one very special child.

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To improve the quality of life and provide inspiration and opportunity for people who are blind or visually impaired through employment, outreach, rehabilitation, education and research.
Student Recommendation Form

Level Up Program 2020

TSVI Information

Name: ____________________________ Last                   First
School: __________________________ District: ______________
Address:_________________________________________________________________
Direct Phone #: ______________________ Email address: ________________
Cell #: ___________________________ Summer Email to contact you regarding the program: __________________________

Student Information

Name: ____________________________ Last                   First
Birthdate: __________________________ Gender: □ Male     □ Female
Level Up Middle School Program      Level Up High School Conference       Current Grade Level ______

Guardian Information  (Circle One: Parent / Guardian)

Name: ____________________________ Last                   First
Email: ___________________________________________________________________
Street Address: ______________________ City: __________ State: __________ Zip: __________
Home Phone: _________________________ Work Phone: __________________ Cell: __________________

Student I.E.P. Information

Primary Diagnosis: ____________________________________________________________
Visual Acuity: Left ____________ Right ____________ Field Loss ____________________________
Current Vision Health: _________________________________________________________
Functional Vision Summary: ____________________________________________________

Assistive Technology Plan  Skill level, based on Curriculum (Check one)

□ Beginner (See Curriculum for Details) □ Advanced
□ Intermediate                     □ Post-Advanced Level Options
□ PAC Mate                        □ BrailleNote Touch
□ Braille Sense Family           □ CCTV   □ Other      Details: ____________________________

SEPT 2019
Student is currently using the following assistive technology screen magnifiers: □ ZoomText □ Magic
□ Windows 7 Magnifier □ Zoom for Mac □ Other Details: ________________________________

Student is currently using the following assistive technology screen readers: □ JAWS □ Window Eyes
□ System Access □ Voice Over □ Android TalkBack □ Windows Narrator
□ NVDA (Non-Visual Desktop Access) □ Other __________________________________________
Details: ____________________________________________________________________________
___________________________________________________________________________________

Does your student currently have access to his/her own personal computer? □ Yes □ No
If so, what kind of computer is it? ______________________________________________________
___________________________________________________________________________________

What software is on his/her computer? __________________________________________________
___________________________________________________________________________________

Does your student currently have access to a school computer? □ Yes □ No
If so, what kind of computer is it? ______________________________________________________
___________________________________________________________________________________

What software is on this computer? _____________________________________________________
___________________________________________________________________________________

Student is currently submitting classroom work to teachers through:
□ Dropbox □ Email □ Google Drive □ Microsoft One Drive □ Other: _________________________

Student uses number keypad for screen reading navigation? □ Yes □ No

Specific Technology IEP goals the student is working on (REQUIRED - you may list or send full IEP plan):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Teacher Technology goals for student (REQUIRED):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
### Functional Vocational Evaluation/Plan

College and/or Career aspirations: \[ \]

Additional comments / recommendations for the student:

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Teacher, Middle School students will be asked to submit a letter of intent stating why they wish to be accepted into this technology program. High School students are required to submit a resume. Upon submitting your student referral, please visit with your student regarding his/her submission. Once referrals are received, student applications will be sent, along with a resume template for high school students. Students will submit their letter of intent or resume along with their application. Teacher, please let us know if you:

- [ ] I would like to attend any portion of the Level Up Program and/or assist as lab mentor

**All fields must be completed.**

Please attach any additional information necessary and/or the Student IEP.

*Thank you for your student referral and allowing us to work with your student!*
Skill assessments for computer technology labs will be administered to the students daily. Student outcome measurements will be assessed, reviewed and shared with referring teachers as requested.

Technology Lab Progressive Curriculum Overview
The following lessons are intended to enable the student to learn essential and basic computer skills in order to build towards mastering the skills appropriate to their grade level. Throughout each topic, the students will utilize the most appropriate assistive software unique to their visual needs.

BASIC BEGINNER LEVEL

- Locating and opening word processing program
  - Microsoft Word for PC
  - Pages for Mac
  - Basic word processing skills commands
    - Creating a new document
    - Entering and editing text
    - Navigation and selection techniques
    - Cut, copy, paste, undo and redo
    - Saving a document
    - Printing a document
    - File naming
    - Opening a saved document
    - Text alignment & adjusting margins
    - Navigation and selection techniques
    - Margins and page setup
    - Indentation
    - Working with lists
    - Paragraph formatting
    - Headers and footers
    - Saving a document in other formats (pdf)

- Introduction to web browsing
  - Search engine
  - Web navigation

- Introduction to Email (Gmail)

Additional topics for discussion

- Translating and embossing, if a Braille reader
- Utilizing BrailleNote
- Android and iOS devices
**BASIC INTERMEDIATE LEVEL**
- Intermediate desktop skills
  - Creating/adding desktop shortcuts
- Intermediate word processing skills
  - Introduction to styles
  - Using basic styles
  - Tables
- Locating and opening presentation software
  - Microsoft PowerPoint for PC
  - Keynote for Mac
  - Basic presentation software commands
    - Program navigation
    - Creating a presentation
    - Editing text
    - Formatting text
    - Using the slide master
    - Formatting slide background
    - Slide animation
    - Slide transitions
    - Setting slide timings
- Intermediate web browsing
  - Online learning platforms
    - Google classroom

**BASIC ADVANCED LEVEL**
- Advanced desktop skills
  - Adding and deleting programs
- Advanced word processing skills
  - Advanced styles
- Locating and opening spreadsheet software
  - Microsoft Excel for PC
  - Numbers for Mac
  - Basic spreadsheet software commands
    - Program navigation
    - Formatting cells
    - Entering formulas
    - Editing formulas
    - Functions
- Advanced web browsing
  - Online learning platforms
    - Blackboard
    - Moodle

**POST-ADVANCED LEVEL PROJECT OPTIONS** for eligible students.

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