

Instructions

Organizational and Independent Work Skills Checklists

**PreKindergarten-Kindergarten
Elementary
Middle School and High School**

These three checklists are designed to assist teachers or other related professionals in the identification of needs in the area of organizational and independent work skills in the classroom. These checklists provide an observational and interview tool to address deficits in education that are related to organization and working independently. They are not required but are a suggested way to address this section of the criteria. The checklists can also be used as a format for student interviews.

Each skill area should be rated and/or described as follows:

Independent – student is able to complete the skill or tasks at a quality or rate similar to their peers.

Area of concern/Needs Assistance – student is not able to complete the skill or task at a quality or rate similar to their peers.

Adaptations/Comments – clarification of student's skills, noting current adaptations.