

Middle School and High School Organizational and independent work skills checklist

Student's Name: _____ Grade: _____

School: _____ Setting: _____

Date: _____

or _____ Student Interview

Completed by: _____

	Independent	Area of concern/ Needs Assistance	Current Adaptations/ Comments
Organization and Work Skills			
Follows daily class schedule			
Uses and follows assignment book/planner			
Organizes and studies course materials			
Listens and works without distraction			
Begins and completes work within time allotted			
Understands assignment expectations			
Turns in work on time			
Completes tests			
Obtains and completes makeup assignments when absent			
Transitions from one classroom activity/setting to another			
within the time allowed			
with needed materials and supplies			
Uses independent time appropriately			
Participates actively in class discussions/group activities/projects			
Advocates for self to clarify classroom requirements or meet personal needs			
Motor – related to strength/endurance/pain management			
Moves through natural school environment in a safe and timely manner (including emergency evacuation)			
Participates in physical education class			
Utilizes all natural school environments (i.e. lunchroom, playground, bathroom stage)			
Meets personal needs (eating, dressing, toileting) within the daily schedule			
Produces written work that is legible and completed within time lines, without fatigue			
Manages school materials and belongings in a timely manner			
Organizes school materials, folders, locker			
Operates standard computer/mouse			

Please Complete Both Sides of Form

