

Return to:

CONFIDENTIAL Evaluation

TRANSITION

ORGANIZATIONAL AND INDEPENDENT WORK SKILLS/MOTOR SKILLS CHECKLIST

Student's Name: _____ **Age:** _____

Setting: _____ **Completed By:** _____

Date: _____ **or:** _____ Student Interview

ORGANIZATION SKILLS				Compare student to others in the class. Indicate <i>N/O</i> (Not Observed) if you have not had the opportunity to observe the behavior in your setting.
	Always/ Often	Some times	Rarely/ Never	Comments/Adaptations
Follows daily classroom/work schedule				
Uses organizational system to record and document changes in class/work schedule, absences, hours worked, planned activities				
Requests/organizes needed supplies for class/work				
Transitions from classroom to work/community settings within time allotted				
Transitions from classroom to work/community settings with needed work supplies				
Self-checks to assure work or job completion				
Work Skills				
Understands classroom/vocational expectations				
Listens and works without distractions				
Completes classroom/vocational tasks or activities on time				

Uses independent time appropriately				
Calls in when sick; takes responsibility to make up missed tasks as needed				
Adapts to new expectations				
Participates actively in discussions				
Problem solves in vocational/community setting				
Advocates for self to clarify work or skill requirements				
Motor Skills				
Moves within classroom/vocational/ community sites in a safe and timely manner				
Demonstrates understanding of and can direct implementation of emergency evacuation plan				
Engages in transition activities requiring active participation (e.g., vocational, post-secondary, recreation/leisure, community, home living)				
Meets personal needs (eating, dressing, toileting) within the classroom/work schedule				
Produces written work requirements within the five transition areas within timelines and without fatigue				
Manages/manipulates materials and belongings in a timely manner				
Operates computer, printer and mouse				

