**ORGANIZATIONAL AND INDEPENDENT WORK SKILLS CHECKLIST**

**Classroom Teacher Version**

 **Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_**

 **School: Setting:**

 **Date: Completed By:**

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Does Student Perform Task Independently?** | **Comments/Adaptations/****Observations** |
|  |  ***Dependent………....………………Independent*** **Almost N/O\* Never Sometimes Often Always**  |  |
| Has materials necessary to complete work in class | **N/O 0 1 2 3**  |  |
| Listens and works without distraction | **N/O 0 1 2 3** |  |
| Obtains and completes makeup assignments when absent | **N/O 0 1 2 3** |  |
| Uses independent time appropriately | **N/O 0 1 2 3**   |  |
| Advocates for self by asking his teachers or his case manager for clarification when necessary | **N/O 0 1 2 3** |  |
|  \*N/O = No opportunity to observe **TOTAL = /25 Points**  |

**ORGANIZATIONAL AND INDEPENDENT WORK SKILLS CHECKLIST**

**Work Completion Rating Scale: Special Education Teacher Version**

 **Student’s Name: \_\_\_\_\_**  **Grade:**

**School: Setting:**

**Date: Completed By:**



|  |  |  |
| --- | --- | --- |
| **Tasks** | **Does Student Perform Task Independently?** | **Comments/Adaptations/ Observations** |
|  |  ***Dependent………....………………Independent*** **Almost N/O\* Never Sometimes Often Always**  |  |
| Has materials necessary to complete work  | **N/O 0 1 2 3**  |  |
| Listens and works without distraction | **N/O 0 1 2 3** |  |
| Obtains and completes makeup assignments when absent | **N/O 0 1 2 3** |  |
| Uses independent time appropriately | **N/O 0 1 2 3** |  |
| Advocates for self by appropriately requesting and using break privileges.  | **N/O 0 1 2 3** |  |
| Creates a timeline for lengthy or long term projects | **N/O 0 1 2 3** |  |
| Turns work in on time  | **N/O 0 1 2 3** |  |
| Uses and follows assignment organization system  | **N/O 0 1 2 3** |  |
|   **\*N/O = No Opportunity to Observe TOTAL = /24 Points**  |