**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** | | |