

# ELEMENTARY ORGANIZATIONAL & INDEPENDENT WORK SKILLS/MOTOR SKILLS CHECKLIST

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Subjects Taught: \_\_\_\_\_

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

\_\_\_\_ Regular Ed Setting    \_\_\_\_ Special Education Setting    \_\_\_\_ Inclusion Setting    \_\_\_\_ Para  
Support Curriculum: \_\_\_\_ regular \_\_\_\_ Modified \_\_\_\_ Alternative

**A= Always**

**O=Often**

**S=Sometimes**

**R=Rarely**

**N=Never**

**NO=Not Observed**

## \*\*\*\* COMPARE STUDENT TO OTHERS IN THE CLASS

Letter	ORGANIZATIONAL SKILLS	Comments/Adaptations
	Follows classroom routines	
	Follows classroom rules	
	Follows classroom schedule	
	Takes notices & appropriate materials home to complete homework	
	Transitions from 1 activity/setting to another within the allowed time	
	Transitions from 1 activity/setting to another with needed materials & supplies	

Letter	WORK SKILLS	Comments/Adaptations
	Listens & work without distractions	
	Begins work/tasks	
	Finishes work/tasks within the time allotted	
	Knows when work is complete	
	Corrects mistakes & edits work	
	Turns work in on time	
	Follows verbal directions	
	Follows written directions	

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	Follows multi-step directions in sequence	
	Uses free time appropriately	
	Participates actively in class discussions, group activities, projects	
	Requests help appropriately (teacher, support staff, peer) to clarify classroom requirements or meet personal needs	

Letter	MOTOR SKILLS	Comments/Adaptations
	Moves through school environment in a safe & timely manner (including emergency evacuations)	
	Demonstrates stability at classroom desk, table, chair or floor	
	Participates in PE class	
	Utilizes all school environments (ex: lunchroom, lockers, bathrooms, playground)	
	Meets personal needs (eating, dressing, toileting) at school	
	Produces written work that is legible & completed within timelines, without fatigue	
	Uses school supplies (markers, scissors, eraser, glue, paint)	
	Manages books, materials, & backpack	
	Stores & retrieves materials in an orderly, timely manner	
	Operates standard computer & mouse	

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In comparison to the student's peers, their medical diagnosis adversely **affects the student's ability to complete educational tasks within routine timelines.**

Impaired ability to follow directions OR initiate & complete a task: \_\_\_\_\_yes\_\_\_\_\_no

Explain:

Impaired ability to manage **AND** organize materials **AND** complete classroom assignments within routine timelines: \_\_\_\_\_yes \_\_\_\_\_no

Explain: (ex: how many late assignments each quarter; needing to go to their locker X amount of times a week)(Can attached grade report)

Does the student have heightened OR diminished alertness resulting in impaired abilities?

\_\_\_\_\_yes \_\_\_\_\_no

Explain: (student needs re-direction X number of times during lecture)