

PBEC Functional Academics Checklist

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Directions: Rate skills student has demonstrated during observation according to the following level of independence or frequency of response. Write the correct letter that corresponds to what level the student is currently at.

I- Introduced (begins to learn about the topic)  
 A-Apply (begins to implement learning on one's own)

U-Understand (Begins to implement learning)  
 R-Reinforce (begins to expand application of learning)

Elementary (Grades K-4)						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Reading</b>						
<b>Reading Readiness:</b>						
1. Scans/Tracks pictures in book	K.0.1.10.10					
2. Turns book right side up	K.0.1.10.10					
3. Turns several pages at once	K.0.1.10.10					
4. Looks selectively at pictures	K.0.1.10.10					
5. Turns pages individually	K.0.1.10.10					
6. Scans left-to-right	K.1.3.1.1					
7. Scans top to bottom	K.1.3.1.1					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
8. Identifies pictures	K.0.1.10.10					
9. Looks at books during free time	K.0.1.10.10					
10. Listens to a story on CD or audiobook	K.0.1.10.10					
11. Listens to story in group	K.0.1.10.10					
12. Matches pictures						
13. Matches letters						
14. Discriminates pictures						
15. Discriminates letters						
16. Discriminates words						
<b>Beginning Reading:</b>						
1. Identifies uppercase letters	K.1.3.1.1					
2. Identifies lowercase letters	K.1.3.1.1					
3. Identifies letter sounds	K.1.3.1.2					
4. Blends sounds to read words	K.1.3.1.2					
5. Strings words together to read phrase	K.1.3.1.2					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Functional Reading:</b>						
1. Reads personal info. (address, phone)						
3. Reads color words	K.1.3.1.3					
4. Reads number words	K.1.3.1.3					
5. Reads sight words	K.1.3.1.3					
6. Reads common signs with symbol	K.1.3.1.3					
7. Reads common sign words without symbol	K.1.3.1.3					
8. Reads direction words						
9. Reads community words (grocery, restaurant)						
10. Reads daily picture schedule						
11. Reads daily word schedule						
12. Reads recipe words						
13. Reads directions from package						
14. Reads game rules						
15. Reads calendar words	K.1.3.1.3					
16. Reads abbreviations						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Is a Reader:</b>						
1. Reads picture books						
<b>Reading Comprehension:</b>						
1. Answers yes/no questions about a reading	K.0.8.2.2					
2. Answers 'wh' questions about a reading	K.0.8.2.2					
3. Follows directions read aloud	K.1.8.1.1					
4. Alphabetizes a group of words						
<b><i>Writing &amp; Speaking</i></b>						
<b>Basic Communications:</b>						
1. Reaches for person or object						
2. Responds to his/her name						
3. Gains attention						
4. Imitates sounds						
5. Imitates familiar motor movements						
6. Expresses wants and needs through verbalizations	K.0.8.3.3					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
7. Expresses wants and needs through gestures	K.0.8.3.3					
8. Expresses wants and needs through signs	K.0.8.3.3					
9. Expresses wants and needs through communication device	K.0.8.3.3					
10. Identifies 10 common objects	K.0.8.3.3					
11. Identifies 10 common pictures	K.0.8.3.3					
12. Identifies actions in pictures	K.0.8.2.2					
13. Follows 1-2 step directions	K.0.8.2.2					
14. Makes choices and communicates them	K.0.8.3.3					
15. Responds to simple "wh" questions	K.1.8.1.1					
16. Identifies 25 common nouns	K.1.8.1.1					
17. More than 50% of language is on topic	K.1.8.1.1					
18. Asks for help	K.0.8.3.3					
19. Requests an item	K.0.8.3.3					
20. Rejects an item	K.0.8.3.3					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
21. Makes comments in conversation	K.1.8.1.1					
22. Asks for information	K.0.8.3.3					
23. Gives personal Information						
24. Uses communication boards						
25. Uses picture boards to communicate						
26. Uses electronic device to communicate						
27. Answers yes/no questions	K.0.8.3.3					
28. Uses social speech (please, thank you, etc.)						
29. Uses greetings						
30. Uses sentences to communicate	K.1.8.1.1					
31. Responds to "why" questions in appropriate manner						
32. Follows 3-4 step directions						
<b>Speaks:</b>						
1. Uses appropriate tone						
2. Uses appropriate volume						
3. Uses appropriate affect						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Engages in a 2-way conversation	K.1.8.1.1					
5. Describes an experience that recently happened	K.1.8.1.1					
6. Answers the telephone						
7. Initiates conversation appropriately	K.1.8.3.3					
8. Initiates asking questions	K.1.8.3.3					
9. Uses language to problem solve, plan and organize	K.1.8.3.3					
10. Uses language to interact socially (entertain, humor, tease, pretend, apologize, etc.)	K.1.8.1.1					
11. Communicates needs in an appropriate manner	0.8.3.3					
12. Asks for directions or help in public	0.8.3.3					
<b>Pre-Writing:</b>						
1. Holds a writing utensil						
2. Scribbles						
3. Colors within a space						
4. Traces various shapes and lines						
5. Draws pictures	K.0.6.1.1					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
6. Prints uppercase letters	K.0.6.1.1					
7. Prints lowercase letters	K.0.6.1.1					
8. Prints letters sequentially	K.0.6.1.1					
9. Prints letters dictated	K.0.6.1.1					
10. Prints numbers	K.0.6.1.1					
11. Writes words	K.0.6.1.1					
12. Copies from another paper	K.0.6.1.1					
13. Copies from the chalkboard	K.0.6.1.1					
14. Writes left to right and top to bottom	K.0.6.3.3					
15. Leaves spaces between words and lines	K.0.6.3.3					
<b>Writing:</b>						
1. Writes complete sentences	K.0.6.1.1					
2. Spells words in spelling lists	K.0.6.1.1					
3. Writes through dictation	K.0.6.1.1					
4. Uses proper punctuation and capitalization	K.0.6.1.1					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Math</b>						
<b>Number Sense:</b>						
1. Match basic colors, shapes, sizes, and pictures	K.3.1.1					
2. Group objects on basis of single characteristic by labeling, matching or sorting.	K.3.1.2					
3. Identify and begin to name basic shapes, colors, sizes	K.3.1.2					
4. Match Numbers	K.1.1.1-K.1.1.5					
5. Demonstrate Understanding of concepts of more and less	K.1.1.4					
6. Rote counts (1-10, 10-20, 20 on)	K.1.1.3					
7. Counts with 1-1 correspondence	K.1.1.3					
8. Counts objects ( to 5, 10, 20, 100)	1.1.1.3					
9. Reads numbers (1-digit, 2-digit, 3-digit, etc.)	1.1.1.2					
10. Writes numbers upon dictation (to 5, 10, 20, 100)	1.1.1.2					
11. Sequence counts (by 2's, 5's 10's)	1.1.2.3					
12. Counts backwards from 20	K.1.1.3					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
13. Identifies place values (1, 10, 100, 1000)	2.1.1.2					
14. Demonstrates an understanding of greater than and less than	1.1.1.4					
<b>Computation:</b>						
1. Adds single digit numbers	1.2.2.4					
2. Adds double digit without regrouping	2.1.2.2					
3. Locates pages in book from page numbers	1.1.1.2					
4. Uses touch points and touch math processes for computation	1.1.2.1					
5. Subtracts single digit numbers	1.2.2.4					
6. Subtracts double digits without regrouping	2.1.2.2					
7. Reads and follows signs (+, -, x, :)	1.3.2.3					
<b>Space, Shape, Measurement:</b>						
1. Identify coins and bills	1.3.2.3					
2. Identify values of coins and bills	1.3.2.3					
3. Identify touch points on coins	1.3.2.3					
4. Count groups of like coins	1.3.2.3					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
5. Count groups of mixed coins	1.3.2.3 2.3.3.2					
6. Count groups of mixed coins and bills	1.3.2.3 2.3.3.2					
7. Read digital clock	1.3.2.2					
8. Read analogue clock (to hour, half-hour, quarter hour, five minute, one minute)	2.3.3.1 3.3.3.1					
9. Measure quantities (ounce, pint, cup, quart, gallon)	K.3.2.2					
10. Reads weights (lbs, ounces, etc)	1.3.2.1					
11. Demonstrate understanding of time concepts and vocabulary (today, yesterday, tomorrow, next week, am. pm., etc)	2.3.3.1					
12. Read thermometer/thermostat	3.3.3.4					
13. Uses calendar to tell day, month, and date for a given event.	2.3.3.2					
14. Uses calendar to find special holidays/ events	2.3.3.2					
15. Tell number of days in a week, months in a year	3.3.3.2					
16. Name the days of the week, months of the year and seasons of the year.	3.3.3.2					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Functional Math:</b>						
1. Set timer	1.1.1.2					
2. Punch lunch number into machine	1.1.1.2					
3. Dial phone number	1.1.1.2					
4. Read room numbers	1.1.1.2					
5. Use planner to record dates	1.1.1.2					
6. Use cooking utensils to measure ingredients	1.1.1.2					
7. Use money to purchase items	3.3.3.3					
<b>Calculator Skills:</b>						
1. Turn on and off	2.1.2.2					
2. Clear	2.1.2.2					
3. Input numbers	2.1.2.2					
4. Sequence a problem	2.1.2.2					
5. Add numbers	2.1.2.2					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Community</b>						
<b>Community Safety:</b>						
1. Crosses street safely						
2. Crosses parking lot, alley or driveway, safely						
3. Distinguishes between a stranger and familiar person						
4. Shows caution in interacting with strangers						
<b>Community Mobility:</b>						
1. Walks/wheels self from one destination to another						
2. Uses elevator, escalator, stairs in public settings						
3. Fastens seat belt in car						
4. Rides safely on school bus						
<b>Community Facilities:</b>						
1. Uses vending machines						
2. Waits in line for turn in public facility						
3. Takes medication consistently						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Follows etiquette and functions in drug store						
5. Follows etiquette and functions in mall						
6. Follows etiquette and functions in repair shop						
7. Follows etiquette and functions in government center						
8. Follows etiquette and functions in social service agencies						
9. Follows etiquette and functions in library						
10. Follows etiquette and functions in movie theater						
11. Follows etiquette and functions in laundromat						
12. Follows etiquette and functions in public restrooms						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Activities of Daily Living</b>						
<b>Grooming</b>						
<b>Face Cleaning:</b>						
1. Tolerates face washed						
2. Wipes mouth with napkin or washcloth						
3. Tolerates nose wiped						
4. Wipes nose when needed						
5. Blows nose						
6. Thoroughly washes face using soap						
<b>Hair Care:</b>						
1. Tolerates hair being washed and brushed						
2. Combs/brushes hair						
3. Styles hair						
4. Washes hair						
5. Dries hair						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Hand washing:</b>						
1. Tolerates hands in water						
2. Cooperates in hand washing						
3. Turns on water						
4. Adjusts water temperature						
5. Puts hands in water independently						
6. Puts soap on hands						
7. Washes hands						
8. Rinses hands						
9. Turns water off						
10. Dries hands with towel						
11. Dries hands with blower						
12. Manipulates towel dispenser						
<b>Tooth brushing:</b>						
1. Tolerates teeth being brushed						
2. Gets out toothbrush and paste						
3. Wets brush						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Puts paste on brush-Independently						
5. Brushes all surfaces of teeth						
6. Rinses mouth						
7. Cleans brush						
8. Puts cap on paste tube						
<b>Showering/bathing:</b>						
1. Tolerates being bathed						
2. Turns on and adjusts water						
3. Adjusts plugin tub						
4. Closes door or curtain in shower						
5. Applies soap with washcloth						
6. Washes all areas of body						
7. Rinses body						
8. Applies shampoo to hair						
9. Washes hair, lathering whole head						
10. Rinses hair						
11. Turns off water, pulls plug in tub						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
12. Towel dries entire body, including hair.						
<b>Chooses clothing:</b>						
1. Chooses clothes appropriate for weather						
2. Chooses clothes appropriate for event						
3. Chooses clothes that match						
4. Chooses clothes that fit						
5. Chooses clothes that are clean, wrinkle free and in good repair						
<b>Dresses self:</b>						
1. Removes shoes						
2. Removes socks						
3. Removes jacket						
4. Removes overhead shirt						
5. Removes unbuttoned shirt						
6. Removes unfastened or elastic waist pants						
7. Puts on shoes						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
8. Puts on socks						
9. Puts on jacket						
10. Puts on unbuttoned shirt						
11. Puts on overhead shirt						
12. Puts on pants						
<b>Fasteners:</b>						
1. Opens velcro closure						
2. Unzips zipper						
3. Unsnaps snap						
4. Unbuttons button						
5. Connects Velcro on shoes or clothes						
6. Zips zipper with end fastened						
7. Snaps						
8. Connects zipper end						
9. Buttons						
10. Ties shoelaces						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Feeding</b>						
<b>Participates in feeding:</b>						
1. Demonstrates sucking reflex						
2. Demonstrates rooting reflex						
3. Demonstrates anticipation to feeding						
4. Accepts food on a utensil						
5. Processes semi-liquid food						
6. Closes lips around food						
7. Swallows food						
8. Manipulates food into mouth						
9. Chews						
10. Swallows						
11. Processes solid food						
12. Chews adequately						
13. Swallows						
14. Allows utensil to be removed from mouth						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Eats finger foods:</b>						
1. Feeds self						
2. Distinguishes between food and nonfood						
3. Distinguishes between finger food and non-finger food						
4. Bites off portions of food						
<b>Drinks:</b>						
1. From cup held by adult						
2. Holds and uses cup						
3. Drinks from carton						
4. Sucks from straw						
5. Drinks from water fountain						
6. Pours from small container						
<b>Uses utensils:</b>						
1. Holds Utensil						
2. Brings fork with food to mouth						
3. Stabs food with fork						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Scoops with spoon						
5. Brings spoon from bowl to mouth						
6. Scoops soft food						
7. Scoops liquid food						
8. Spreads with knife						
9. Cuts with knife and fork						
<b>Eats meals at table:</b>						
1. Sits Upright						
2. Handles own food and drink						
3. Eats in sanitary manner						
4. Uses manners when eating						
5. Uses napkin						
6. Selects utensils						
7. Regulates intake of food						
8. Swallows food putting more in mouth						
9. Quits eating when full(normal sized portion)						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Eats in a lunch room:</b>						
1. Obtain tray						
2. Chooses Food						
3. Waits in the pay line						
4. Identify name with cashier either with pin number or name identification						
5. Proceeds to appropriate table						
6. Busses own dishes after eating						
<b>Medication:</b>						
1. Takes medication cooperatively						
<b>Toileting:</b>						
1. Cooperates with changing						
2. Remains dry for 2 hours						
3. Indicates wet or soiled pants						
4. Cooperates with sitting on the toilet						
5. Eliminates on toilet						
6. Remains dry when on schedule						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
7. Indicates the need to use the restroom						
8. Indicates when finished on the toilet						
9. Pulls down pants for toileting						
10. Manages toilet paper						
11. Wipes until clean						
12. Pulls up pants when finished toileting						
13. Flushes toilet once when completed						
14. Washes hands						
<b>Independently toilets:</b>						
1. Male stands/ Female sits						
2. Puts toilet seat up(Male) down (female)						
3. Uses Urinal when available						
4. Flushes toilet						
5. Washes hands						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Uses public restroom:</b>						
1. Closes and locks door						
2. Unhooks and opens door when finished						
3. Asks for help in finding restroom						
4. Uses signs to find male or female restroom						
<b><i>Recreation/Leisure and Social</i></b>						
<b>Recreation and Leisure:</b>						
1. Plays alone						
2. Chooses an activity						
3. Play with a variety of toys/materials						
4. Uses materials for various functions during play						
5. Plays next to others						
6. Plays cooperatively with others						
7. Engages in imaginary play						
8. Participates in activity						
9. Listens to music						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
10. Sets up an environment for activity						
11. Takes turns						
12. Follows rules						
13. Plays playground games such as kickball and basketball						
14. Plays card games						
15. Plays board games						
16. Plays computer games						
17. Shows tolerance when winning or losing						
18. Puts materials away						
19. Stays on task throughout activity						
20. Interacts with others during activity						
21. Cares for the equipment or materials						
22. Invites others to join in an activity						
23. Terminates activity appropriately						
24. Resolves conflicts during activity						
25. Participates in school programs						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
26. Attends school events as a spectator						
27. Participates in clubs or school activities						
28. Plays with Pet (discussion)						
29. "Hangs out" with friends						
30. Chooses television programs						
31. Watches television or movies						
<b>Social Interaction:</b>						
1. Responds to others in environment						
2. Attempts to make contact with others						
3. Interacts with others in give and take fashion						
4. Indicates desire for continuation of activity						
5. Indicates desire for activity to end						
6. Expresses needs and wants						
7. Responds to teacher when name is called						
8. Imitates actions of adults and peers						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
9. Attempts to please familiar adults						
10. Offers help to others						
11. Refuse assistance (politely) when help is not needed						
12. Follow directions from adult in authority						
13. Follows rules						
14. Participates cooperatively in small group activities						
15. Uses appropriate verbal behavior						
16. Uses appropriate physical behavior						
17. Exhibits remorse for poor behavior						
18. Expresses anger or disappointment appropriately						
19. Recovers from anger or disappointment in reasonable amount of time						
20. Controls impulses and behavior						
21. Identifies own emotional states						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
22. Identifies causes of own emotional state						
23. Identifies emotional states in others						
24. Asks others about causes for their emotional states						
25. Checks own appearance (especially after eating)						
26. Negotiates assigned duties to avoid un-preferred tasks						
27. Maintains socially appropriate distance						
28. Ignores inappropriate behaviors of peers						
29. Listens to peers and adults without interrupting						
30. Responds to supervisor correction						
31. Avoids exploitations by others (refuses to be manipulated)						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Home Living Skills</b>						
<b>Home Living-Safety:</b>						
1. Safely uses electrical appliances/cords						
2. Responds to fire alarm by leaving building						
3. Responds to warnings by moving to safe place						
4. Handles sharp objects carefully						
5. Carries breakables carefully						
6. Uses hot pads when handling hot items						
7. Stays safe distance from fires						
8. Keeps flammable objects away from fire						
9. Holds handrail when going up or down stairs						
10. Dials 911 and gives information to operator						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
11. Tells when to call 911						
<b>Kitchen Skills:</b>						
1. Sets the table						
2. Cooks/prepares food						
3. Scoops food from jar						
4. Spreads soft foods on bread or cracker						
5. Makes simple snack						
6. Makes a sandwich						
7. Mixes ingredients with spoon						
8. Mixes cola drinks from can or package						
9. Makes a hot drink						
10. Washes foods						
11. Toasts Bread						
12. Uses Microwave						
13. Uses utensils to scrape bowl						
14. Whips food such as egg whites						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
15. Measures foods						
16. Pour liquids and solids						
17. Opens containers with screw on lids						
18. Opens and closes food boxes						
19. Opens can with opener						
20. Disposes of food containers						
21. Refrigerates or freezes foods						
22. Reads labels						
23. Reads and follows recipes						
24. Cleans up						
25. Clears table						
26. Scrapes dishes						
27. Wipes tables and counters						
28. Washes dishes by hand						
29. Wipes dishes						
30. Puts dishes away						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Household Chores:</b>						
1. Laundry:						
a. Sorts						
b. Loads washing machine, adds detergent, turns on						
c. Loads dryer, turns on						
d. Folds clothing/linens						
e. Puts clothing/linens away						
2. Removes snow with shovel						
3. Cleans House						
a. Vacuums carpets						
b. Dusts furniture						
c. Empties wastebaskets						
d. Puts out garbage/recycling on proper day						
e. Sweeps floors						
f. Cleans counters						
g. Washes windows and mirrors						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
h. Washes walls, doors, cabinets						
i. Picks up and puts away items						
j. Wipes feet or removes shoes						
<b>Computer Skills</b>						
<b>Computer Literacy:</b>						
1. Attends to computer						
2. Uses Mouse						
3. Inputs name						
4. Password						
5. Presses letters						
6. Uses spacebar						
7. Uses caps shift key						
8. Opens program from hard drive						
9. Opens program from CD or disk						
10. Uses word process program						
11. Uses functions such as bold, font type, edit, undo etc.						
12. Cuts and pastes						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
13. Uses print function						
14. Saves work						
15. Sets margins						
16. Transfers written work to computer						
17. Creates new documents						
18. Accesses internet						
19. Copies from internet						
20. Quits program						
21. Closes down computer						
22. Uses power point						
23. Designs program for computer						
<b>Assistive Technology:</b>						
23. Uses a single switch device						
24. Uses a touch window						
25. Uses adaptive keyboard						
26. Uses a head mouse						
27. Uses a voice activated system						

28. Uses augmentative communication						
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Middle School (Grades 5-8)						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Reading</b>						
<b>Functional Reading:</b>						
1. Magazines						
2. Greeting Cards						
3. Letters						
4. Messages/Text Messages						
5. Address Book						
6. Telephone Book						
7. Dictionary/Encyclopedia						
<b>Is a Reader:</b>						
1. Reads cursive and manuscript						
2. Reads aloud fluently with appropriate expression						
3. Demonstrates techniques for learning new vocabulary						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Reads picture books						
5. Read chapter books						
<b>Reading Comprehension:</b>						
1. Retells a story including parts (character/setting)	K.0.1.1.1-K .0.1.3.3					
2. Retells a story including sequence of events	K.0.1.1.1-K .0.1.3.3					
3. Retells a story including identification of main idea and some supporting details	K.0.1.1.1-K .0.1.3.3					
4. Retells a story including any conflict	K.0.1.1.1-K .0.1.3.3					
5. Demonstrates understanding of ideas not explicitly stated.	K.0.1.1.1-K .0.1.3.3					
<b>Math</b>						
<b>Computation:</b>						
1. Make change from \$1.00	3.3.3.3					
2. Make change from \$5.00	3.3.3.3					
3. Read dollar amounts up to \$1,000s	3.3.3.3					
4. Read mixed dollar and coin amounts	3.3.3.3					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
5. Use tools to measure (in,cm,mm, ft, yd, meter)	1.3.2.1 2.3.2.1					
6. Uses time to plan ahead	1.3.2.1					
<b>Functional Math:</b>						
1. Set oven temperature	1.1.1.2					
<b>Calculator Skills:</b>						
1. Multiply numbers	3.1.2.4					
2. Divide numbers	3.1.2.4					
3. Use all operations	3.1.2.4					
4. Use decimals	4.1.2.4					
5. Uses to check/correct work	1.1.1.2					
<b>Writing and Speaking</b>						
<b>Speaking:</b>						
1. Remains in conversation for 3-4 exchanges	K.1.8.1.1					
2. Uses language for conflict resolution	K.0.8.3.3					
3. Repeat and give directions	K.0.8.3.3					

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Writing:</b>						
1. Writes paragraphs	1.6.2.2 & 1.6.2.3					
2. Rereads what has been written	1.6.2.2 & 1.6.2.3					
3. Uses temporary spelling	1.6.2.2 & 1.6.2.3					
<b>Community</b>						
<b>Community Mobility:</b>						
1. Reads a bus schedule						
<b>Community Facilities:</b>						
1. Serves self from salad bar at restaurant or lunchroom						
2. Chooses a variety of healthy foods from a cafeteria line						
3. Makes list for grocery store						
a. Obtains and pushes cart						
b. Finds items from list efficiently						
c. Compares prices/looks for items on coupons						

d. Checks out						
e. Gives coupons to check out person						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
f. Pays bill						
g. Packs bags if needed						
4. Uses post office to put a letter or card in envelope						
a. Wraps items in a box						
b. Addresses envelope or package						
c. Stands in line and waits for turn						
d. Orders stamps from clerk						
e. Obtains stamps from machine						
f. Gives clerk package and mailing instructions						
5. Understands when to and calls 911 when needed						
6. Follows etiquettes and functions in the following settings						
a. Drug store						
b. Mall						

c. Repair Shop						
d. Government Center						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
e. Social service agencies						
f. Library						
g. Movie Theater						
h. Laundromat						
i. Public restrooms						
<b><i>Activities of Daily Living</i></b>						
<b>Grooming</b>						
<b>Nail Care:</b>						
1. Scrubs nails, getting out dirt under nails						
2. Uses clipper to clip nails						
3. Uses file to file nails until no rough edges						
4. Applies nail polish						
5. Removes nail polish						
<b>Makeup &amp; Scents:</b>						

1. Cleans face						
2. Applies lipstick or gloss to lip area						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
3. Applies small amount of eye shadow to eyelids						
4. Applies small amount of blush to cheeks						
5. Applies small amount of perfume, cologne etc.						
6. Applies/rubs in lotion to various body parts						
<b>Independently toilets:</b>						
1. Female student knows when to change pad						
2. Female student removes old pad and disposes of properly						
3. Opens and places clean pads in pants						
4. Cleans self adequately						
<b>Vocational Skills</b>						
<b>Career Investigation:</b>						
1. Completes interest inventory						

2. Identifies personal strengths/skills						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
3. Identifies post secondary training opportunities						
4. Identifies training needed for certain jobs						
5. Sorts jobs into categories						
6. Identifies jobs that are good match for self						
<b><i>Recreation/Leisure &amp; Social</i></b>						
<b>Recreation and Leisure:</b>						
1. Plays sports regularly						
2. Participates in a hobby such as collecting objects, gardening etc.						
3. Uses camera to take good pictures						
4. Cooks/bakes						
<b>Social Interaction:</b>						
1. Calls friends at home						
2. Writes cards, letters, e-mails						

Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Home Living Skills</b>						
<b>Home Living-Safety:</b>						
1. Turns off/on oven safely						
2. Notifies police when suspects danger/crime are observed						
<b>Kitchen Skills:</b>						
1. Cooks on stovetop						
2. Bakes in oven						
3. Uses utensils						
a. Peels fruit and vegetables						
b. Slices foods such as bread or cheese						
c. Cuts meats etc.						
d. Chops vegetables etc.						
e. Mashes soft foods such as potatoes						
4. Uses electronic appliances						
a. Mixer						

b. Blender						
c. Griddle or frying pan						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
d. Food processor						
5. Opens bottles with opener						
6. Opens can with opener						
7. Plans meal						
8. Makes shopping list						
9. Obtains food necessary to prepare meals						
10. Covers leftovers and refrigerates						
11. Loads dishwasher, adds detergent, turns on						
<b>Household Chores:</b>						
1. Cares for lawn						
a. Rakes leaves						
b. Mows lawn						
c. Waters bushes, flowers and grass						
d. Weeds garden						

e. Trims hedges,edges of lawn						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Cleans house:</b>						
a. Mops floors						
b. Cleans toilets						
c. Cleans sinks						
d. Cleans tubs and showers						
e. Changes vacuum cleaner bag						
f. Cleans oven						
g. Cleans refrigerator						
h. Cares for pets						
i. Cares for plants						
j. Makes bed						
k. Changes bed linens						
l. Replaces toilet paper, soap and paper towels in dispensers.						
<b>Shopping:</b>						

1. Makes list						
2. Comparative shops, using paper telephone, coupon, etc.						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
3. Identifies type of store that carries item						
4. Travels to store						
5. Goes to right department or are store to find item						
6. Finds item on list in store						
7. Tries on clothing item in fitting room						
8. Proceeds to check out counter						
9. Pays for item						
10. Waits for change						
11. Takes item, in bag, from cashier						
12. Makes proper greetings/ conversation with store personnel						
<b>Personal Finances:</b>						
1. Finds and reads price on item or shelf	3.3.3.3					
2. Reads price from chart or table	3.3.3.3					

(movie, bus fare etc)						
3. Pays for item costing less than/more than \$1.00	3.3.3.3					
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Counts out exact amount for item costing less than \$1.00	3.3.3.3					
5. Counts out exact amount for item costing more than \$1.00	3.3.3.3					
6. Totals purchases in head or on paper	3.3.3.3					
7. Totals purchases using calculator	3.3.3.3					
8. Purchases do not exceed money available	3.3.3.3					
9. Calculates amount of change expected	3.3.3.3					

High School (Grades 9-12)						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Reading</b>						
<b>Functional Reading:</b>						
1. Paycheck						
2. Bank statement						
3. Bus schedules						
4. Maps						
5. Instructional manuals						
6. Job related words						
7. Generalizes reading skills throughout environments						
<b>Writing and Speaking</b>						
<b>Speaking:</b>						
1. Uses language to problem solve in work sites						
2. Uses language to perform in the						

community (restaurants, stores, etc.)						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Math</b>						
<b>Functional Math:</b>						
1. Writes a check	3.3.3.3					
2. Balances a checking account	3.3.3.3					
3. Fills out deposit/withdrawal slip	3.3.3.3					
4. Plans a budget	3.3.3.3					
5. Uses a credit card	3.3.3.3					
6. Demonstrates understanding of income vs.expenditures	3.3.3.3					
<b>Community</b>						
<b>Community Mobility:</b>						
1. Uses MapQuest to get directions						
2. Reads street signs and addresses to find places						
3. Asks directions when lost						
4. Gives directions to others to reach						

destination						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Community Facilities:</b>						
1. Makes reservations/appointments and keeps them						
2. Arrives on time for appointments						
3. Demonstrates comparative shopping skills						
4. Uses restauraunt						
5. Uses telephone to order food for delivery or pick-up						
6. Uses medical clinic, dentist or hospital						
a. Fills out medical information forms						
b. Shows medical card to receptionists						
c. Waits for name to be called						
d. Follows directions during exam						
e. Cooperates in medical procedures						
f. Follows directions on medication administration						

13. Uses Hair Salon/Barber Shop						
a. Checks in with receptionist						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
b. Cooperates/follows directions during hair wash/cut/style						
c. Pays bill, including tip						
<b>Activities of Daily Living</b>						
<b>Grooming</b>						
<b>Shaving:</b>						
1. Wets Face						
2. Applies Shaving Cream						
3. Uses razor to shave all parts of face						
4. Rinses face						
5. Uses electric shaver to shave all parts of face						
<b>Feeding</b>						
<b>Eats in restaurant (sit down):</b>						
1. Waits to be seated						
2. Makes food choice						

3. Orders food						
4. Uses manners when eating						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
5. Obtains check						
6. Pays for meal						
7. Leaves tip (15-29%)						
<b>Eats in restaurant (fast food):</b>						
1. Waits in line to order						
2. Orders food						
3. Pays for food						
4. Obtains food when ready						
5. Carries food to table						
6. Dispenses own drink if necessary						
7. Obtains condiments, tray and napkin						
<b>Decision Making-- Career/Job</b>						
<b>Career Investigation:</b>						
1. Identifies jobs that are good match for self						
2. Makes plan to obtain training on job						

3. Experiences jobs through volunteering						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
4. Experiences jobs through interning						
5. Experiences jobs through job shadowing						
6. Experiences jobs through apprenticing						
<b>Finding a Job:</b>						
1. Identifies to look for a job in a want ad						
2. Identifies to look for a job in a phone book						
3. Identifies to look for a job in an employment agency						
4. Identifies to look for a job on web sites						
5. Obtains applications for jobs						
6. Gives personal information						
7. Produces a resume						
8. Demonstrates interview skills						
9. Demonstrates good hygiene and proper attire						

10. Speaks or communicates clearly						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b><i>Occupational Experience:</i></b>						
1. Takes direction/follows instructions						
2. Accepts constructive criticism						
3. Displays frustration tolerance						
4. Follows work rules						
5. Completes tasks in a timely manner						
6. Gets materials to start and complete job						
7. Seeks needed assistance						
8. Demonstrates good attendance/punctuality						
9. Goes directly to work area upon arrival or return from breaks						
10. Asks before leaving the work area						
11. Helps others with work tasks when needed						
12. Complies with safety precautions						

13. Reports problems on the job						
14. Displays appropriate manners						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
15. Displays appropriate habits						
16. Displays appropriate appearance						
17. Exhibits flexibility						
18. Cooperates and relates to others						
19. Continues working when there are distractions						
20. Cleans up work area when finished						
21. Punches or signs in and out						
22. Calls if out sick						
23. Displays initiative						
24. Makes judgements						
25. Makes decisions						
26. Solves problems effectively						
27. Works unsupervised						
28. Completes tasks accurately						
<b>Recreation-Social</b>						

1. Goes to restaurants with friends						
2. Goes to shopping malls						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
3. Takes elective classes within interest area						
<b>Resource Management</b>						
<b>Home Living-Safety:</b>						
1. Leaves note or tells others when leaving home						
2. Demonstrates how to put out small fires						
3. Sets thermostat						
<b>Home Repairs:</b>						
1. Uses hand tools (hammer, saw, screwdriver)						
2. Uses power tools						
3. Changes light bulb						
4. Resets circuit breaker/changes fuses						
5. Takes broken items to repair shop						
6. Washes car						

7. Clears clogged toilet or drain						
8. Changes storm windows/screens						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
9. Fixes leaky faucet						
10. Replaces furnace filter						
11. Puts salt in water softener						
<b>Household chores</b>						
<b>Laundry:</b>						
1. Washes delicate items by hand						
2. Pre-spots laundry						
3. Irons wrinkled clothing						
4. Makes simple repairs to clothing						
<b>Personal Finances:</b>						
1. Computes amount of sales tax, and adds to price of item	3.3.3.3					
2. Reads paycheck to determine if amount is correct	3.3.3.3					
3. Opens savings account	3.3.3.3					
4. Makes deposit and withdrawal from savings account	3.3.3.3 & 5.1.3.1					

5. Opens checking account	3.3.3.3 & 5.1.3.1					
6. Makes deposit into checking account	3.3.3.3 & 5.1.3.1					
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
7. Writes checks or uses check card	5.1.3.1					
8. Records deposits and withdrawals in ledger	5.1.3.1					
9. Balances a checkbook	5.1.3.1					
10. Uses ATM card and records amount in ledger	5.1.3.1					
11. Writes monthly budget	5.1.3.1					
12. Pays bills on time	5.1.3.1					
13. Saves for large purchases	5.1.3.1					

Transition (Ages 18-21)						
Skill	Standard	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b><i>Writing and Speaking</i></b>						
<b>Speaks:</b>						
1. Use language to perform in community (restaurants, stores, etc.)						
<b><i>Community</i></b>						
<b>Community Mobility:</b>						
1. Uses dial-a-ride or other service to get to destination independently						
2. Arranges for and uses taxi or dial-a-ride or other service						
<b>Community Facilities:</b>						
1. Makes purchases in the community by telephone or internet						
<b><i>Household chores:</i></b>						
1. Removes snow using snow blower						

This document was adapted from the MN Low Incidence Project's document "Navigating the DCD Maze" for the Paul Bunyan Education Cooperative by the local DCD scope and sequence committee.