

## Advocating for Self

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Is able to describe what motivates self.</b>		
<input type="checkbox"/> Can name things that are important to him/her self.	3	_____
<input type="checkbox"/> Can list a number of things he/she likes to do.	3	_____
<input type="checkbox"/> Can name things that he/she would like to accomplish.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Has a realistic view of self.</b>		
<input type="checkbox"/> Has a realistic view of capabilities and limitations.	3	_____
<input type="checkbox"/> Knows own strengths and weaknesses.	3	_____
<input type="checkbox"/> Recognizes need for supports.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Is aware of situations that require self-advocacy.</b>		
<input type="checkbox"/> Knows legal and civil rights.	3	_____
<input type="checkbox"/> Knows that personal safety often requires self-advocacy.	3	_____
<input type="checkbox"/> Knows obtaining services often requires self-advocacy.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Follow steps to reach a personal goal.</b>		
<input type="checkbox"/> Determines when self-advocating is worthwhile.	3	_____
<input type="checkbox"/> Commits to advocating for self.	3	_____
<input type="checkbox"/> Determines steps needed to succeed at self-advocating.	3	_____
<input type="checkbox"/> Knows fears and obstacles that must be overcome.	3	_____
<input type="checkbox"/> Carries out steps to self-advocating.	3	_____
<input type="checkbox"/> Evaluates success in self-advocating.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b>Mastery=16-18   Acceptable=10-15   Unacceptable=0-9</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>45</b>	_____
Overall Rating: M = 29-45,    A = 23-38    U = 0-22	<b>M   A   U</b>	_____

## Interacting Well in a Group Setting

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Interacts in a positive manner.</b>		
___ Makes and maintains eye contact.	3	_____
___ Speaks loudly and clearly enough.	3	_____
___ Respects the rights and opinions of members.	3	_____
___ Uses tact and courtesy in interacting.	3	_____
___ Sticks to the subject of the conversation.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Promotes own ideas completely, clearly, and logically.</b>		
___ States ideas in a clear and logical manner.	3	_____
___ States ideas at appropriate times.	3	_____
___ Supports ideas with facts.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Listens well and considers what others say.</b>		
___ Listens to the ideas of others without interrupting.	3	_____
___ Shows an understanding of what others in the group say.	3	_____
___ Considers the ideas and suggestions that others make.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Negotiates compromises on areas of disagreement.</b>		
___ Offers compromises that bring the sides closer.	3	_____
___ Listens to and considers others' compromises.	3	_____
___ Remains calm when negotiating.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>42</b>	_____
Overall Rating: M = 36-42    A = 22-35    U = 0-21	<b>M A U</b>	_____

## Being in Control of Emotions

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Knows factors that influence emotions.</b>		
<input type="checkbox"/> Knows that people tend to overreact when fearful or angry.	3	_____
<input type="checkbox"/> Knows that peer pressure influences people's behavior.	3	_____
<input type="checkbox"/> Knows that reacting physically can cause legal problems.	3	_____
<input type="checkbox"/> Knows people may purposely motivate others to overreact.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b><u>M</u>astery=11-12   <u>A</u>cceptable=7-10   <u>U</u>nacceptable=0-6</b>	<b>Rating</b>	_____
<b>Uses intelligence to overpower emotional urges.</b>		
<input type="checkbox"/> Has a personal set of ethical rules.	3	_____
<input type="checkbox"/> Sets time aside to think situations over.	3	_____
<input type="checkbox"/> Considers consequences before acting.	3	_____
<input type="checkbox"/> Negotiates compromises when facing disagreements.	3	_____
<input type="checkbox"/> Resolves own conflicts maturely.	3	_____
<input type="checkbox"/> Thinks before acting when urges occur.	3	_____
<b>Subtotal of Group</b>	<b>18</b>	_____
<b><u>M</u>astery=16-18   <u>A</u>cceptable=10-15   <u>U</u>nacceptable=0-9</b>	<b>Rating</b>	_____
<b>Uses strategies to remain in control of emotions.</b>		
<input type="checkbox"/> Walks away or takes a break when presented with an emotionally charged situation.	3	_____
<input type="checkbox"/> Confronts others in a calm, but firm manner.	3	_____
<input type="checkbox"/> Calms down quickly after emotional/exciting situations.	3	_____
<input type="checkbox"/> Lets little things go, gives in before little things escalate.	3	_____
<input type="checkbox"/> Remains under control when supervision is removed.	3	_____
<input type="checkbox"/> Uses prepared responses when challenged by others.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b><u>M</u>astery=16-18   <u>A</u>cceptable=10-15   <u>U</u>nacceptable=0-9</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
<b>Overall Rating: <u>M</u> = 41-48, <u>A</u> = 25-40 <u>U</u> = 0-24</b>	<b>M A U</b>	_____

## Being Organized

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Aceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Uses strategies for being more effective and efficient.</b>	3	_____
___ Decides how tasks should be done before beginning.	3	_____
___ Stores tasks for easy retrieval.	3	_____
___ Writes things down to help remember them later.	3	_____
___ Keeps track of responsibilities and when things are due.	3	_____
___ Has a logical sequence for completing most tasks.	3	_____
___ Finishes tasks completely before moving to next.	3	_____
___ Keeps a long-term calendar of important events.	3	_____
<b>Subtotal for Group</b>	<b>24</b>	_____
<b>M</b> astery=21-24   <b>A</b> ceptable=13-20   <b>U</b> nacceptable=0-12	<b>Rating</b>	_____
 <b>Has a plan for organizing living and work areas.</b>		
___ Keeps living and work areas neat and orderly.	3	_____
___ Organizes materials within living and work areas.	3	_____
___ Cleans up areas on a regular basis.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>M</b> astery=9   <b>A</b> ceptable=5-8   <b>U</b> nacceptable=0-4	<b>Rating</b>	_____
 <b>Keeps a daily to-do list of specific events and tasks.</b>		
___ Checks previous to-do list at the beginning of each day.	3	_____
___ Consults calendar before making daily to-do list.	3	_____
___ Makes a list of tasks to be completed on given days.	3	_____
___ Prioritizes items on the list by deadline and importance.	3	_____
___ Estimates the time needed to complete each task.	3	_____
___ Keeps track of tasks that are completed.	3	_____
___ Marks off tasks as they are completed.	3	_____
___ Adds new tasks as they come up.	3	_____
___ Transfers uncompleted tasks to next day's list.	3	_____
<b>Subtotal for Group</b>	<b>27</b>	_____
<b>M</b> astery=24-27   <b>A</b> ceptable=14-23   <b>U</b> nacceptable=0-13	<b>Rating</b>	_____
<b>Overall Total</b>	<b>60</b>	_____
Overall Rating: <b>M</b> =51-60   <b>A</b> =31-50   <b>U</b> =0-30	<b>M A U</b>	_____

## Working Well without Supervision

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Is aware of responsibilities.</b>		
___ Knows which tasks need to be completed.	3	_____
___ Knows the expectations for completing each task.	3	_____
___ Knows when each task should be started and finished.	3	_____
___ Is committed to finishing tasks (on time/to expectation).	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Completes responsibilities without being urged.</b>		
___ Selects tasks to work on without being urged.	3	_____
___ Begins working without being urged.	3	_____
___ Stays on task without being urged.	3	_____
___ Finishes tasks on time and to expectations without being urged.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Cleans up after self.</b>		
___ Notices how areas are arranged before beginning.	3	_____
___ Keeps materials organized while working.	3	_____
___ Puts things back as they were when finished.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Moves on to something new.</b>		
___ Reviews responsibilities.	3	_____
___ Selects new tasks and begins working immediately.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=6   Acceptable=4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>39</b>	_____
<b>Overall Rating: M = 34-39, A = 20-33 U = 0-19</b>	<b>M A U</b>	_____

## Coming Promptly and Prepared

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Arrives at responsibilities promptly.</b>		
___ Knows when expected to arrive at different responsibilities.	3	_____
___ Allows for preparation time.	3	_____
___ Allows for travel time.	3	_____
___ Allows for unexpected delays.	3	_____
___ Arrives at or ahead of time.	3	_____
<b>Subtotal or Group</b>	<b>15</b>	_____
<b><u>M</u>astery=14-15   <u>A</u>cceptable=8-13   <u>U</u>nacceptable=0-7</b>	<b>Rating</b>	_____
 <b>Arrives at responsibilities prepared.</b>		
___ Knows what needs to be prepared for each responsibility.	3	_____
___ Comes with needed materials.	3	_____
___ Comes with expectations met.	3	_____
<b>Subtotal or Group</b>	<b>12</b>	_____
<b><u>M</u>astery=11-12   <u>A</u>cceptable=7-10   <u>U</u>nacceptable=0-6</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>27</b>	_____
<b>Overall Rating: <u>M</u> = 24-27    <u>A</u> = 14-23    <u>U</u> = 0-13</b>	<b>M A U</b>	_____

Comments:

Date Met

## Working Well with Co-workers

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Interacts in a friendly manner with co-workers.</b>		
___ Talks in a friendly manner with co-workers.	3	_____
___ Treats co-workers with tact and courtesy.	3	_____
___ Uses language appropriate to workplace.	3	_____
___ Listens attentively to the ideas of others.	3	_____
___ Disagrees appropriately.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>M</b> astery=14-15   <b>A</b> cceptable=8-13   <b>U</b> nacceptable=0-7	<b>Rating</b>	_____
<b>Builds respect of co-workers.</b>		
___ Comes to work promptly and prepared.	3	_____
___ Accepts fair share of responsibilities.	3	_____
___ Completes responsibilities of the job.	3	_____
___ Helps co-workers out when needed.	3	_____
___ Uses materials and equipment appropriately.	3	_____
___ Leaves common areas neat and clean after using.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b>M</b> astery=16-18   <b>A</b> cceptable=10-15   <b>U</b> nacceptable=0-9	<b>Rating</b>	_____
<b>Respects the rights of co-workers.</b>		
___ Allows co-workers to concentrate on their work.	3	_____
___ Respects the privacy of co-workers.	3	_____
___ Respects the contributions of co-workers.	3	_____
___ Allows co-workers to use materials and equipment.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Overall Total</b>	<b>45</b>	_____
Overall Rating: <b>M</b> = 38-45, <b>A</b> = 23-38 <b>U</b> = 0-22	<b>M A U</b>	_____

## Making Effective Decisions

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = **M**astery (uses skill correctly in a variety of situations, 2 = **A**ceptable (uses skill correctly in familiar situations), 1 = **U**nacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Develops an understanding of the decision to be made.</b>		
___ Defines the decision to be made clearly and accurately.	3	_____
___ Gathers information about the decision.	3	_____
___ Considers emotional factors that may influence decision.	3	_____
___ Determines time factors that may influence the decision.	3	_____
___ Determines the consequences for not making decision.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<u>M</u> astery=14-15   <u>A</u> ceptable=8-13   <u>U</u> nacceptable=0-7	<b>Rating</b>	_____
<b>Looks at possible choices before making the decision.</b>		
___ Considers which choices make the most sense.	3	_____
___ Considers benefits and risks of different choices.	3	_____
___ Considers legal and ethical issues.	3	_____
___ Asks for and listens to advice of appropriate others.	3	_____
___ Looks at possible consequences of different choices.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<u>M</u> astery=14-15   <u>A</u> ceptable=8-13   <u>U</u> nacceptable=0-7	<b>Rating</b>	_____
<b>Carries out decision (best choice(s)).</b>		
___ Selects best choice(s).	3	_____
___ Carries out choice(s) as well as they can be done.	3	_____
___ Accepts consequences for carrying out choice(s).	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<u>M</u> astery=9   <u>A</u> ceptable=5-8   <u>U</u> nacceptable=0-4	<b>Rating</b>	_____
<b>Evaluates results of decision (result of choices).</b>		
___ Decides whether the results were beneficial or satisfactory.	3	_____
___ Decides whether the right decision was made.	3	_____
___ Decides how decision could have been carried out better.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<u>M</u> astery=9   <u>A</u> ceptable=5-8   <u>U</u> nacceptable=0-4	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
Overall Rating: <b>M</b> = 41-48 <b>A</b> = 25-40 <b>U</b> = 0-24	<b>M A U</b>	_____



## Being Personally Organized

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Keeps a personal calendar.</b>		
<input type="checkbox"/> Records key events on yearly/monthly/weekly calendar.	3	_____
<input type="checkbox"/> Keeps important addresses/phone numbers organized.	3	_____
<input type="checkbox"/> Consults calendar before agreeing to do something.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Keeps a daily to-do list.</b>		
<input type="checkbox"/> Checks previous to-do list at the beginning of each day.	3	_____
<input type="checkbox"/> Consults calendar before making daily to-do list.	3	_____
<input type="checkbox"/> Makes a list of tasks to be completed on given days.	3	_____
<input type="checkbox"/> Marks off tasks as they are completed.	3	_____
<input type="checkbox"/> Adds new tasks as they come up.	3	_____
<input type="checkbox"/> Transfers uncompleted tasks to next day's list.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Maintains a secure filing system for important documents.</b>		
<input type="checkbox"/> Health information (immunizations, doctor reports).	3	_____
<input type="checkbox"/> Financial (saving/checking, SSI information).	3	_____
<input type="checkbox"/> Social Security card.	3	_____
<input type="checkbox"/> Birth certificate.	3	_____
<input type="checkbox"/> School documents.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>39</b>	_____
Overall Rating: M = 34-39, A = 20-33 U = 0-19	<b>M A U</b>	_____

Comments:

Date Met

## Using Functional Reading

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Uses strategies to improve comprehension.</b>		
___ Sounds out unfamiliar words.	3	_____
___ Figures out words using visual clues.	3	_____
___ Figures out words by looking at their context.	3	_____
___ Rereads to clarify meaning.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Understands what is read.</b>		
___ Recognizes main ideas.	3	_____
___ Identifies important information.	3	_____
___ Predicts what will happen next.	3	_____
___ Summarizes important points of what was read.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Understands common signs and symbols.</b>		
___ Recognizes street signs by color and shape.	3	_____
___ Recognizes store signs and common logos.	3	_____
___ Recognizes poison symbol and other warning signs.	3	_____
___ Recognizes other common signs (exit, bathroom, etc.).	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Rating</b>	_____	_____
<b>Identifies common print materials and what they provide.</b>		
___ Identify and uses calendars and schedules.	3	_____
___ Identify and uses newspapers and magazines.	3	_____
___ Identifies and uses nutrition labels and package instructions.	3	_____
___ Identifies and uses menus.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
Overall Rating: M = 41-48, A = 25-40 U = 0-24	<b>M A U</b>	_____

## Making Good Choices

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Looks at possible choices before making a decision.</b>		
___ Considers which choices make the most sense.	3	_____
___ Considers benefits and challenges of different choices.	3	_____
___ Considers legal and fairness issues.	3	_____
___ Asks for and listens to advice of appropriate others.	3	_____
___ Looks at possible consequences of different choices.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Carries out best choice(s).</b>		
___ Settles on best choice(s).	3	_____
___ Carries out choice(s) as well as it can be done.	3	_____
___ Accepts consequences of carrying out choices.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Discusses results of choices with an adult.</b>		
___ Discusses whether the results were beneficial.	3	_____
___ Discusses whether the right decision was made.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=6   Acceptable=4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>30</b>	_____
Overall Rating: M = 26-30, A = 16-25 U = 0-15	<b>M A U</b>	_____

Comments:

Date Met

## Recognizing and Counting Money

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Recognizes coins and bills and knows values of bills.</b>		
___ Recognizes and knows value of pennies and nickels.	3	_____
___ Recognizes and knows value of dimes and quarters.	3	_____
___ Recognizes and knows value of one dollar bill.	3	_____
___ Recognizes and knows value of five dollar bill.	3	_____
___ Recognizes and knows value of ten dollar bill.	3	_____
___ Recognizes and knows value of twenty dollar bill.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b>Mastery= 16-18   Acceptable=10-15   Unacceptable=0-14</b>	<b>Rating</b>	_____
<b>Counts value of groups of coins.</b>		
___ Counts coins less than one dollar.	3	_____
___ Counts coins equal to one dollar	3	_____
___ Counts coins more than one dollar.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Counts groups of bills and coins.</b>		
___ Counts money up to \$1.00.	3	_____
___ Counts money up to \$5.00.	3	_____
___ Counts money up to \$10.00.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Uses coins to purchase items less than a dollar.</b>		
___ Reads price tags on items costing less than one dollar.	3	_____
___ Counts out correct combination of coins to pay for item.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=   Acceptable=5-4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Uses bills and coins to purchase items more than a dollar.</b>		
___ Reads price tags on items costing up to \$10.00.	3	_____
___ Counts correct combination of bills/coins to pay for item.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=   Acceptable=5-4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
Overall Rating: M = 41-48, A = 25-40 U = 0-24	<b>M A U</b>	_____

## Basic Reading Skills

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Identifies common signs and symbols.</b>		
___ Recognizes street signs by color and shape.	3	_____
___ Recognizes store signs and common logos.	3	_____
___ Recognizes poison symbol and other warning signs.	3	_____
___ Recognizes other common signs (exit, bathroom, etc.).	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Identifies common print materials and what they provide.</b>		
___ Recognizes calendars.	3	_____
___ Recognizes newspapers, parts of newspaper, magazines.	3	_____
___ Recognizes menus.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>M</b> astery=9   <b>A</b> cceptable=5-8   <b>U</b> nacceptable=0-4	<b>Rating</b>	_____
<b>Comprehends what is read.</b>		
___ Recognizes name.	3	_____
___ Recognizes main ideas.	3	_____
___ Identifies important information.	3	_____
___ Predicts what will happen next.	3	_____
___ Summarizes important points of what was read by choosing from several choices and answering true false questions.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Engages in reading process for enjoyment.</b>		
___ Selects appropriate reading material.	3	_____
___ Reads selected material.	3	_____
___ Listens to books/magazines on tape or CD.	3	_____
___ Discusses what is read.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Overall Total</b>	<b>45</b>	_____
Overall Rating: <b>M</b> = 38-45, <b>A</b> = 23-38 <b>U</b> = 0-22	<b>M A U</b>	_____

## Practicing Safety

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Is aware of being vulnerable.</b>		
___ Accepts the need for constant/minimal supervision.	3	_____
___ Recognizes and communicates names of support people.	3	_____
___ Communicates knowledge of the risks of strangers.	3	_____
___ Communicates knowledge of dangerous situations.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Communicates own personal boundaries.</b>		
___ Communicates who can touch him/her.	3	_____
___ Communicates when it is okay to be touched.	3	_____
___ Communicates where it is okay to be touched.	3	_____
___ Communicates "no" in uncomfortable situations.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>24</b>	_____
Overall Rating: <b>M</b> = 21-24, <b>A</b> = 13-20 <b>U</b> = 0-12	<b>M A U</b>	_____

Comments:

## Taking the Perspective of Others

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

Above, enter the date the goal is set and met. Below, enter the date each objective is met. On blanks to the left, mark "X" to indicate an important skill. Circle the "X" when it is mastered.

	Possible	Earned
<b>Identifies emotions (feelings).</b>		
___ Recognizes emotions (feelings) in self.	3	_____
___ Recognizes emotions (feelings) in others.	3	_____
___ Identifies cues which indicate specific emotions (feelings).	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Recognizes and understands verbal emotional cues.</b>		
___ Recognizes verbal emotional cues.	3	_____
___ Understands the meaning of verbal emotional cues.	3	_____
___ Asks for clarification when does not understand.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Recognizes and understands nonverbal emotional cues.</b>		
___ Recognizes nonverbal emotional cues.	3	_____
___ Understands the meaning of nonverbal emotional cues.	3	_____
___ Asks for clarification when does not understand.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Recognizes and understands nonliteral statements.</b>		
___ Recognizes nonliteral statements (figures of speech).	3	_____
___ Understands the meaning of nonliteral statements.	3	_____
___ Asks for clarification when does not understand.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Takes the perspective of others in many social situations.</b>		
___ Asks questions about well-being, feelings of others.	3	_____
___ Recognizes opinions, comments, feelings of others.	3	_____
___ Accepts opinions, comments, feelings of others.	3	_____
___ Explains feelings and opinions observed in others.	3	_____
___ Understands how others might feel in specific situations.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
	<b>51</b>	_____
Overall Rating: <b>M</b> = 44-51, <b>A</b> = 26-43 <b>U</b> = 0-25	<b>M A U</b>	_____

## Having Two-Way Conversations

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Initiates and maintains conversations.</b>		
<input type="checkbox"/> Uses appropriate times, places, and manners to converse.	3	_____
<input type="checkbox"/> Establishes attention of both (all) parties before beginning.	3	_____
<input type="checkbox"/> Makes eye contact.	3	_____
<input type="checkbox"/> Uses appropriate greetings and gestures.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Carries on conversation in an appropriate manner</b>		
<input type="checkbox"/> Asks and answers opening questions appropriately.	3	_____
<input type="checkbox"/> Listens to what others have to say.	3	_____
<input type="checkbox"/> Sticks to topic or builds on topics appropriately.	3	_____
<input type="checkbox"/> Checks listeners for understanding and interest.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Follows accepted social rules during conversations.</b>		
<input type="checkbox"/> Shows attention with eye contact, gestures, and words.	3	_____
<input type="checkbox"/> Coordinates use of verbal information and nonverbal cues.	3	_____
<input type="checkbox"/> Respects personal space and boundaries.	3	_____
<input type="checkbox"/> Chooses language appropriate to various situations.	3	_____
<input type="checkbox"/> Speaks only in turn (does not interrupt).	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>M</b> astery=14-15   <b>A</b> cceptable=8-13   <b>U</b> nacceptable=0-7	<b>Rating</b>	_____
<b>Ends conversations appropriately.</b>		
<input type="checkbox"/> Senses when it is time to end conversations.	3	_____
<input type="checkbox"/> Makes conversation-ending statements.	3	_____
<input type="checkbox"/> Ends conversations in a positive manner.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>M</b> astery=9   <b>A</b> cceptable=5-8   <b>U</b> nacceptable=0-4	<b>Rating</b>	_____
	<b>48</b>	_____
Overall Rating: <b>M</b> = 41-48, <b>A</b> = 25-40 <b>U</b> = 0-24	<b>M A U</b>	_____



## Being Organized

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

To the right: 2 = Mastery, 1 = Acceptable (may improve), 0 = Not acceptable (must improve). On the blanks to the left, mark "+" for strengths and "-" for areas that need improvement.

### Uses strategies for being more effective and efficient.

2 1 0

- Decides how tasks should be done before beginning.
- Stores tasks for easy retrieval.
- Writes things down to help remember them later.
- Keeps track of responsibilities and when things are due.
- Has a logical sequence for completing most tasks.
- Finishes tasks completely before moving to next.
- Keeps a long-term calendar of important events.

### Has a plan for organizing living and work areas.

2 1 0

- Keeps living and work areas neat and orderly.
- Organizes materials within living and work areas.
- Cleans up areas on a regular basis.

### Keeps a daily to-do list of specific events and tasks.

2 1 0

- Checks previous to-do list at the beginning of each day.
- Consults calendar before making daily to-do list.
- Makes a list of tasks to be completed on given days.
- Prioritizes items on the list by deadline and importance.
- Estimates the time needed to complete each task.
- Keeps track of tasks that are completed.
- Marks off tasks as they are completed.
- Adds new tasks as they come up.
- Transfers uncompleted tasks to next day's list.

## Making Good Choices

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

To the right: 2 = Mastery, 1 = Acceptable (may improve), 0 = Not acceptable (must improve). On the blanks to the left, mark "+" for strengths and "-" for areas that need improvement.

**Looks at possible choices before making a decision.**

2    1    0

- Considers which choices make the most sense.
- Considers benefits and challenges of different choices.
- Considers legal and fairness issues.
- Asks for and listens to advice of appropriate others.
- Looks at possible consequences of different choices.

**Carries out best choice(s).**

2    1    0

- Settles on best choice(s).
- Carries out choice(s) as well as it can be done.
- Accepts consequences of carrying out choices.

**Discusses results of choices with an adult.**

2    1    0

- Discusses whether the results were beneficial.
- Discusses whether the right decision was made.

Comments:

Date Met

## Advocating for Self

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

To the right: 2 = Mastery, 1 = Acceptable (may improve), 0 = Not acceptable (must improve). On the blanks to the left, mark "+" for strengths and "-" for areas that need improvement.

**Is able to describe what motivates self.**

2    1    0

- Can name things that are important to him/her self.
- Can list a number of things he/she likes to do.
- Can name things that he/she would like to accomplish.

**Has a realistic view of self.**

2    1    0

- Has a realistic view of capabilities and limitations.
- Knows own strengths and weaknesses.
- Recognizes need for supports.

**Is aware of situations that require self-advocacy.**

2    1    0

- Knows legal and civil rights.
- Knows that personal safety often requires self-advocacy.
- Knows obtaining services often requires self-advocacy.

**Follow steps to reach a personal goal.**

2    1    0

- Determines when self-advocating is worthwhile.
- Commits to advocating for self.
- Determines steps needed to succeed at self-advocating.
- Knows fears and obstacles that must be overcome.
- Carries out steps to self-advocating.
- Evaluates success in self-advocating.

## Advocating for Self

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Is able to describe what motivates self.</b>		
___ Can name things that are important to him/her self.	3	_____
___ Can list a number of things he/she likes to do.	3	_____
___ Can name things that he/she would like to accomplish.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Has a realistic view of self.</b>		
___ Has a realistic view of capabilities and limitations.	3	_____
___ Knows own strengths and weaknesses.	3	_____
___ Recognizes need for supports.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Is aware of situations that require self-advocacy.</b>		
___ Knows legal and civil rights.	3	_____
___ Knows that personal safety often requires self-advocacy.	3	_____
___ Knows obtaining services often requires self-advocacy.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Follow steps to reach a personal goal.</b>		
___ Determines when self-advocating is worthwhile.	3	_____
___ Commits to advocating for self.	3	_____
___ Determines steps needed to succeed at self-advocating.	3	_____
___ Knows fears and obstacles that must be overcome.	3	_____
___ Carries out steps to self-advocating.	3	_____
___ Evaluates success in self-advocating.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b>Mastery=16-18   Acceptable=10-15   Unacceptable=0-9</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>45</b>	_____
Overall Rating: M = 29-45, A = 23-38 U = 0-22	<b>M A U</b>	_____

## Interacting Well in a Group Setting

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Interacts in a positive manner.</b>		
<input type="checkbox"/> Makes and maintains eye contact.	3	_____
<input type="checkbox"/> Speaks loudly and clearly enough.	3	_____
<input type="checkbox"/> Respects the rights and opinions of members.	3	_____
<input type="checkbox"/> Uses tact and courtesy in interacting.	3	_____
<input type="checkbox"/> Sticks to the subject of the conversation.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Promotes own ideas completely, clearly, and logically.</b>		
<input type="checkbox"/> States ideas in a clear and logical manner.	3	_____
<input type="checkbox"/> States ideas at appropriate times.	3	_____
<input type="checkbox"/> Supports ideas with facts.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Listens well and considers what others say.</b>		
<input type="checkbox"/> Listens to the ideas of others without interrupting.	3	_____
<input type="checkbox"/> Shows an understanding of what others in the group say.	3	_____
<input type="checkbox"/> Considers the ideas and suggestions that others make.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Negotiates compromises on areas of disagreement.</b>		
<input type="checkbox"/> Offers compromises that bring the sides closer.	3	_____
<input type="checkbox"/> Listens to and considers others' compromises.	3	_____
<input type="checkbox"/> Remains calm when negotiating.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>42</b>	_____
<b>Overall Rating: M = 36-42    A = 22-35    U = 0-21</b>	<b>M A U</b>	_____

## Being in Control of Emotions

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Knows factors that influence emotions.</b>		
<input type="checkbox"/> Knows that people tend to overreact when fearful or angry.	3	_____
<input type="checkbox"/> Knows that peer pressure influences people's behavior.	3	_____
<input type="checkbox"/> Knows that reacting physically can cause legal problems.	3	_____
<input type="checkbox"/> Knows people may purposely motivate others to overreact.	3	_____
Subtotal for Group	12	_____
<b><u>M</u>astery=11-12   <u>A</u>cceptable=7-10   <u>U</u>nacceptable=0-6</b>	Rating	_____
<b>Uses intelligence to overpower emotional urges.</b>		
<input type="checkbox"/> Has a personal set of ethical rules.	3	_____
<input type="checkbox"/> Sets time aside to think situations over.	3	_____
<input type="checkbox"/> Considers consequences before acting.	3	_____
<input type="checkbox"/> Negotiates compromises when facing disagreements.	3	_____
<input type="checkbox"/> Resolves own conflicts maturely.	3	_____
<input type="checkbox"/> Thinks before acting when urges occur.	3	_____
Subtotal of Group	18	_____
<b><u>M</u>astery=16-18   <u>A</u>cceptable=10-15   <u>U</u>nacceptable=0-9</b>	Rating	_____
<b>Uses strategies to remain in control of emotions.</b>		
<input type="checkbox"/> Walks away or takes a break when presented with an emotionally charged situation.	3	_____
<input type="checkbox"/> Confronts others in a calm, but firm manner.	3	_____
<input type="checkbox"/> Calms down quickly after emotional/exciting situations.	3	_____
<input type="checkbox"/> Lets little things go, gives in before little things escalate.	3	_____
<input type="checkbox"/> Remains under control when supervision is removed.	3	_____
<input type="checkbox"/> Uses prepared responses when challenged by others.	3	_____
Subtotal for Group	18	_____
<b><u>M</u>astery=16-18   <u>A</u>cceptable=10-15   <u>U</u>nacceptable=0-9</b>	Rating	_____
Overall Total	48	_____
Overall Rating: <u>M</u> = 41-48, <u>A</u> = 25-40 <u>U</u> = 0-24	M A U	_____

## Being Organized

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Aceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Uses strategies for being more effective and efficient.</b>	3	_____
___ Decides how tasks should be done before beginning.	3	_____
___ Stores tasks for easy retrieval.	3	_____
___ Writes things down to help remember them later.	3	_____
___ Keeps track of responsibilities and when things are due.	3	_____
___ Has a logical sequence for completing most tasks.	3	_____
___ Finishes tasks completely before moving to next.	3	_____
___ Keeps a long-term calendar of important events.	3	_____
<b>Subtotal for Group</b>	<b>24</b>	_____
<b>Mastery=21-24   Acceptable=13-20   Unacceptable=0-12</b>	<b>Rating</b>	_____
 <b>Has a plan for organizing living and work areas.</b>		
___ Keeps living and work areas neat and orderly.	3	_____
___ Organizes materials within living and work areas.	3	_____
___ Cleans up areas on a regular basis.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
 <b>Keeps a daily to-do list of specific events and tasks.</b>		
___ Checks previous to-do list at the beginning of each day.	3	_____
___ Consults calendar before making daily to-do list.	3	_____
___ Makes a list of tasks to be completed on given days.	3	_____
___ Prioritizes items on the list by deadline and importance.	3	_____
___ Estimates the time needed to complete each task.	3	_____
___ Keeps track of tasks that are completed.	3	_____
___ Marks off tasks as they are completed.	3	_____
___ Adds new tasks as they come up.	3	_____
___ Transfers uncompleted tasks to next day's list.	3	_____
<b>Subtotal for Group</b>	<b>27</b>	_____
<b>Mastery=24-27   Acceptable=14-23   Unacceptable=0-13</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>60</b>	_____
<b>Overall Rating: M=51-60   A=31-50   U=0-30</b>	<b>M A U</b>	_____

## Working Well without Supervision

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Is aware of responsibilities.</b>		
___ Knows which tasks need to be completed.	3	_____
___ Knows the expectations for completing each task.	3	_____
___ Knows when each task should be started and finished.	3	_____
___ Is committed to finishing tasks (on time/to expectation).	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Completes responsibilities without being urged.</b>		
___ Selects tasks to work on without being urged.	3	_____
___ Begins working without being urged.	3	_____
___ Stays on task without being urged.	3	_____
___ Finishes tasks on time and to expectations without being urged.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Cleans up after self.</b>		
___ Notices how areas are arranged before beginning.	3	_____
___ Keeps materials organized while working.	3	_____
___ Puts things back as they were when finished.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Moves on to something new.</b>		
___ Reviews responsibilities.	3	_____
___ Selects new tasks and begins working immediately.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=6   Acceptable=4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>39</b>	_____
<b>Overall Rating: M = 34-39, A = 20-33 U = 0-19</b>	<b>M A U</b>	_____



## Coming Promptly and Prepared

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Arrives at responsibilities promptly.</b>		
___ Knows when expected to arrive at different responsibilities.	3	_____
___ Allows for preparation time.	3	_____
___ Allows for travel time.	3	_____
___ Allows for unexpected delays.	3	_____
___ Arrives at or ahead of time.	3	_____
<b>Subtotal or Group</b>	<b>15</b>	_____
<b><u>M</u>astery=14-15   <u>A</u>cceptable=8-13   <u>U</u>nacceptable=0-7</b>	<b>Rating</b>	_____
 <b>Arrives at responsibilities prepared.</b>		
___ Knows what needs to be prepared for each responsibility.	3	_____
___ Comes with needed materials.	3	_____
___ Comes with expectations met.	3	_____
<b>Subtotal or Group</b>	<b>12</b>	_____
<b><u>M</u>astery=11-12   <u>A</u>cceptable=7-10   <u>U</u>nacceptable=0-6</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>27</b>	_____
<b>Overall Rating: <u>M</u> = 24-27    <u>A</u> = 14-23    <u>U</u> = 0-13</b>	<b>M   A   U</b>	_____

Comments:

Date Met

## Working Well with Co-workers

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Interacts in a friendly manner with co-workers.</b>		
___ Talks in a friendly manner with co-workers.	3	_____
___ Treats co-workers with tact and courtesy.	3	_____
___ Uses language appropriate to workplace.	3	_____
___ Listens attentively to the ideas of others.	3	_____
___ Disagrees appropriately.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>M</b> astery=14-15   <b>A</b> cceptable=8-13   <b>U</b> nacceptable=0-7	<b>Rating</b>	_____
<b>Builds respect of co-workers.</b>		
___ Comes to work promptly and prepared.	3	_____
___ Accepts fair share of responsibilities.	3	_____
___ Completes responsibilities of the job.	3	_____
___ Helps co-workers out when needed.	3	_____
___ Uses materials and equipment appropriately.	3	_____
___ Leaves common areas neat and clean after using.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b>M</b> astery=16-18   <b>A</b> cceptable=10-15   <b>U</b> nacceptable=0-9	<b>Rating</b>	_____
<b>Respects the rights of co-workers.</b>		
___ Allows co-workers to concentrate on their work.	3	_____
___ Respects the privacy of co-workers.	3	_____
___ Respects the contributions of co-workers.	3	_____
___ Allows co-workers to use materials and equipment.	3	_____
<b>Subbtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Overall Total</b>	<b>45</b>	_____
Overall Rating: <b>M</b> = 38-45, <b>A</b> = 23-38 <b>U</b> = 0-22	<b>M A U</b>	_____

## Making Effective Decisions

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Aceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Develops an understanding of the decision to be made.</b>		
___ Defines the decision to be made clearly and accurately.	3	_____
___ Gathers information about the decision.	3	_____
___ Considers emotional factors that may influence decision.	3	_____
___ Determines time factors that may influence the decision.	3	_____
___ Determines the consequences for not making decision.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<u>M</u> astery=14-15   <u>A</u> ceptable=8-13   <u>U</u> nacceptable=0-7	<b>Rating</b>	_____
<b>Looks at possible choices before making the decision.</b>		
___ Considers which choices make the most sense.	3	_____
___ Considers benefits and risks of different choices.	3	_____
___ Considers legal and ethical issues.	3	_____
___ Asks for and listens to advice of appropriate others.	3	_____
___ Looks at possible consequences of different choices.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<u>M</u> astery=14-15   <u>A</u> ceptable=8-13   <u>U</u> nacceptable=0-7	<b>Rating</b>	_____
<b>Carries out decision (best choice(s)).</b>		
___ Selects best choice(s).	3	_____
___ Carries out choice(s) as well as they can be done.	3	_____
___ Accepts consequences for carrying out choice(s).	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<u>M</u> astery=9   <u>A</u> ceptable=5-8   <u>U</u> nacceptable=0-4	<b>Rating</b>	_____
<b>Evaluates results of decision (result of choices).</b>		
___ Decides whether the results were beneficial or satisfactory.	3	_____
___ Decides whether the right decision was made.	3	_____
___ Decides how decision could have been carried out better.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<u>M</u> astery=9   <u>A</u> ceptable=5-8   <u>U</u> nacceptable=0-4	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
Overall Rating: <u>M</u> = 41-48 <u>A</u> = 25-40 <u>U</u> = 0-24	<b>M A U</b>	_____

## Being Personally Organized

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations), 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Keeps a personal calendar.</b>		
<input type="checkbox"/> Records key events on yearly/monthly/weekly calendar.	3	_____
<input type="checkbox"/> Keeps important addresses/phone numbers organized.	3	_____
<input type="checkbox"/> Consults calendar before agreeing to do something.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Keeps a daily to-do list.</b>		
<input type="checkbox"/> Checks previous to-do list at the beginning of each day.	3	_____
<input type="checkbox"/> Consults calendar before making daily to-do list.	3	_____
<input type="checkbox"/> Makes a list of tasks to be completed on given days.	3	_____
<input type="checkbox"/> Marks off tasks as they are completed.	3	_____
<input type="checkbox"/> Adds new tasks as they come up.	3	_____
<input type="checkbox"/> Transfers uncompleted tasks to next day's list.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Maintains a secure filing system for important documents.</b>		
<input type="checkbox"/> Health information (immunizations, doctor reports).	3	_____
<input type="checkbox"/> Financial (saving/checking, SSI information).	3	_____
<input type="checkbox"/> Social Security card.	3	_____
<input type="checkbox"/> Birth certificate.	3	_____
<input type="checkbox"/> School documents.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>39</b>	_____
Overall Rating: M = 34-39, A = 20-33 U = 0-19	<b>M A U</b>	_____

Comments:

Date Met

## Using Functional Reading

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Uses strategies to improve comprehension.</b>		
___ Sounds out unfamiliar words.	3	_____
___ Figures out words using visual clues.	3	_____
___ Figures out words by looking at their context.	3	_____
___ Rereads to clarify meaning.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Understands what is read.</b>		
___ Recognizes main ideas.	3	_____
___ Identifies important information.	3	_____
___ Predicts what will happen next.	3	_____
___ Summarizes important points of what was read.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Understands common signs and symbols.</b>		
___ Recognizes street signs by color and shape.	3	_____
___ Recognizes store signs and common logos.	3	_____
___ Recognizes poison symbol and other warning signs.	3	_____
___ Recognizes other common signs (exit, bathroom, etc.).	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Identifies common print materials and what they provide.</b>		
___ Identify and uses calendars and schedules.	3	_____
___ Identify and uses newspapers and magazines.	3	_____
___ Identifies and uses nutrition labels and package instructions.	3	_____
___ Identifies and uses menus.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
Overall Rating: M = 41-48, A = 25-40 U = 0-24	<b>M A U</b>	_____

## Making Good Choices

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Looks at possible choices before making a decision.</b>		
<input type="checkbox"/> Considers which choices make the most sense.	3	_____
<input type="checkbox"/> Considers benefits and challenges of different choices.	3	_____
<input type="checkbox"/> Considers legal and fairness issues.	3	_____
<input type="checkbox"/> Asks for and listens to advice of appropriate others.	3	_____
<input type="checkbox"/> Looks at possible consequences of different choices.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Carries out best choice(s).</b>		
<input type="checkbox"/> Settles on best choice(s).	3	_____
<input type="checkbox"/> Carries out choice(s) as well as it can be done.	3	_____
<input type="checkbox"/> Accepts consequences of carrying out choices.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Discusses results of choices with an adult.</b>		
<input type="checkbox"/> Discusses whether the results were beneficial.	3	_____
<input type="checkbox"/> Discusses whether the right decision was made.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=6   Acceptable=4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>30</b>	_____
<b>Overall Rating: M = 26-30, A = 16-25 U = 0-15</b>	<b>M A U</b>	_____

Comments:

Date Met

## Recognizing and Counting Money

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently) , 0 = does not use skill correctly

	Possible	Earned
<b>Recognizes coins and bills and knows values of bills.</b>		
<input type="checkbox"/> Recognizes and knows value of pennies and nickels.	3	_____
<input type="checkbox"/> Recognizes and knows value of dimes and quarters.	3	_____
<input type="checkbox"/> Recognizes and knows value of one dollar bill.	3	_____
<input type="checkbox"/> Recognizes and knows value of five dollar bill.	3	_____
<input type="checkbox"/> Recognizes and knows value of ten dollar bill.	3	_____
<input type="checkbox"/> Recognizes and knows value of twenty dollar bill.	3	_____
<b>Subtotal for Group</b>	<b>18</b>	_____
<b>Mastery= 16-18   Acceptable=10-15   Unacceptable=0-14</b>	<b>Rating</b>	_____
<b>Counts value of groups of coins.</b>		
<input type="checkbox"/> Counts coins less than one dollar.	3	_____
<input type="checkbox"/> Counts coins equal to one dollar	3	_____
<input type="checkbox"/> Counts coins more than one dollar.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Counts groups of bills and coins.</b>		
<input type="checkbox"/> Counts money up to \$1.00.	3	_____
<input type="checkbox"/> Counts money up to \$5.00.	3	_____
<input type="checkbox"/> Counts money up to \$10.00.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Uses coins to purchase items less than a dollar.</b>		
<input type="checkbox"/> Reads price tags on items costing less than one dollar.	3	_____
<input type="checkbox"/> Counts out correct combination of coins to pay for item.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=   Acceptable=5-4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Uses bills and coins to purchase items more than a dollar.</b>		
<input type="checkbox"/> Reads price tags on items costing up to \$10.00.	3	_____
<input type="checkbox"/> Counts correct combination of bills/coins to pay for item.	3	_____
<b>Subtotal for Group</b>	<b>6</b>	_____
<b>Mastery=   Acceptable=5-4-5   Unacceptable=0-3</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>48</b>	_____
Overall Rating: M = 41-48, A = 25-40 U = 0-24	<b>M A U</b>	_____

## Basic Reading Skills

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Identifies common signs and symbols.</b>		
___ Recognizes street signs by color and shape.	3	_____
___ Recognizes store signs and common logos.	3	_____
___ Recognizes poison symbol and other warning signs.	3	_____
___ Recognizes other common signs (exit, bathroom, etc.).	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Identifies common print materials and what they provide.</b>		
___ Recognizes calendars.	3	_____
___ Recognizes newspapers, parts of newspaper, magazines.	3	_____
___ Recognizes menus.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Comprehends what is read.</b>		
___ Recognizes name.	3	_____
___ Recognizes main ideas.	3	_____
___ Identifies important information.	3	_____
___ Predicts what will happen next.	3	_____
___ Summarizes important points of what was read by choosing from several choices and answering true false questions.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Engages in reading process for enjoyment.</b>		
___ Selects appropriate reading material.	3	_____
___ Reads selected material.	3	_____
___ Listens to books/magazines on tape or CD.	3	_____
___ Discusses what is read.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Overall Total</b>	<b>45</b>	_____
Overall Rating: <b>M</b> = 38-45, <b>A</b> = 23-38 <b>U</b> = 0-22	<b>M A U</b>	_____



## Practicing Safety

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Is aware of being vulnerable.</b>		
___ Accepts the need for constant/minimal supervision.	3	_____
___ Recognizes and communicates names of support people.	3	_____
___ Communicates knowledge of the risks of strangers.	3	_____
___ Communicates knowledge of dangerous situations.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Communicates own personal boundaries.</b>		
___ Communicates who can touch him/her.	3	_____
___ Communicates when it is okay to be touched.	3	_____
___ Communicates where it is okay to be touched.	3	_____
___ Communicates "no" in uncomfortable situations.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>M</b> astery=11-12   <b>A</b> cceptable=7-10   <b>U</b> nacceptable=0-6	<b>Rating</b>	_____
<b>Overall Total</b>	<b>24</b>	_____
Overall Rating: <b>M</b> = 21-24, <b>A</b> = 13-20 <b>U</b> = 0-12	<b>M A U</b>	_____

Comments:

## Taking the Perspective of Others

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

Above, enter the date the goal is set and met. Below, enter the date each objective is met. On blanks to the left, mark "X" to indicate an important skill. Circle the "X" when it is mastered.

	Possible	Earned
<b>Identifies emotions (feelings).</b>		
___ Recognizes emotions (feelings) in self.	3	_____
___ Recognizes emotions (feelings) in others.	3	_____
___ Identifies cues which indicate specific emotions (feelings).	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Recognizes and understands verbal emotional cues.</b>		
___ Recognizes verbal emotional cues.	3	_____
___ Understands the meaning of verbal emotional cues.	3	_____
___ Asks for clarification when does not understand.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Recognizes and understands nonverbal emotional cues.</b>		
___ Recognizes nonverbal emotional cues.	3	_____
___ Understands the meaning of nonverbal emotional cues.	3	_____
___ Asks for clarification when does not understand.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Recognizes and understands nonliteral statements.</b>		
___ Recognizes nonliteral statements (figures of speech).	3	_____
___ Understands the meaning of nonliteral statements.	3	_____
___ Asks for clarification when does not understand.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
<b>Takes the perspective of others in many social situations.</b>		
___ Asks questions about well-being, feelings of others.	3	_____
___ Recognizes opinions, comments, feelings of others.	3	_____
___ Accepts opinions, comments, feelings of others.	3	_____
___ Explains feelings and opinions observed in others.	3	_____
___ Understands how others might feel in specific situations.	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
	<b>51</b>	_____
Overall Rating: <b>M</b> = 44-51, <b>A</b> = 26-43 <b>U</b> = 0-25	<b>M A U</b>	_____

## Having Two-Way Conversations

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

3 = Mastery (uses skill correctly in a variety of situations, 2 = Acceptable (uses skill correctly in familiar situations), 1 = Unacceptable (uses skill inconsistently), 0 = does not use skill correctly

	Possible	Earned
<b>Initiates and maintains conversations.</b>		
<input type="checkbox"/> Uses appropriate times, places, and manners to converse.	3	_____
<input type="checkbox"/> Establishes attention of both (all) parties before beginning.	3	_____
<input type="checkbox"/> Makes eye contact.	3	_____
<input type="checkbox"/> Uses appropriate greetings and gestures.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Carries on conversation in an appropriate manner</b>		
<input type="checkbox"/> Asks and answers opening questions appropriately.	3	_____
<input type="checkbox"/> Listens to what others have to say.	3	_____
<input type="checkbox"/> Sticks to topic or builds on topics appropriately.	3	_____
<input type="checkbox"/> Checks listeners for understanding and interest.	3	_____
<b>Subtotal for Group</b>	<b>12</b>	_____
<b>Mastery=11-12   Acceptable=7-10   Unacceptable=0-6</b>	<b>Rating</b>	_____
<b>Follows accepted social rules during conversations.</b>		
<input type="checkbox"/> Shows attention with eye contact, gestures, and words.	3	_____
<input type="checkbox"/> Coordinates use of verbal information and nonverbal cues.	3	_____
<input type="checkbox"/> Respects personal space and boundaries.	3	_____
<input type="checkbox"/> Chooses language appropriate to various situations.	3	_____
<input type="checkbox"/> Speaks only in turn (does not interrupt).	3	_____
<b>Subtotal for Group</b>	<b>15</b>	_____
<b>Mastery=14-15   Acceptable=8-13   Unacceptable=0-7</b>	<b>Rating</b>	_____
<b>Ends conversations appropriately.</b>		
<input type="checkbox"/> Senses when it is time to end conversations.	3	_____
<input type="checkbox"/> Makes conversation-ending statements.	3	_____
<input type="checkbox"/> Ends conversations in a positive manner.	3	_____
<b>Subtotal for Group</b>	<b>9</b>	_____
<b>Mastery=9   Acceptable=5-8   Unacceptable=0-4</b>	<b>Rating</b>	_____
	<b>48</b>	_____
Overall Rating: <b>M</b> = 41-48, <b>A</b> = 25-40 <b>U</b> = 0-24	<b>M A U</b>	_____

## Being Organized

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

To the right: 2 = Mastery, 1 = Acceptable (may improve), 0 = Not acceptable (must improve). On the blanks to the left, mark "+" for strengths and "-" for areas that need improvement.

### Uses strategies for being more effective and efficient.

2    1    0

- Decides how tasks should be done before beginning.
- Stores tasks for easy retrieval.
- Writes things down to help remember them later.
- Keeps track of responsibilities and when things are due.
- Has a logical sequence for completing most tasks.
- Finishes tasks completely before moving to next.
- Keeps a long-term calendar of important events.

### Has a plan for organizing living and work areas.

2    1    0

- Keeps living and work areas neat and orderly.
- Organizes materials within living and work areas.
- Cleans up areas on a regular basis.

### Keeps a daily to-do list of specific events and tasks.

2    1    0

- Checks previous to-do list at the beginning of each day.
- Consults calendar before making daily to-do list.
- Makes a list of tasks to be completed on given days.
- Prioritizes items on the list by deadline and importance.
- Estimates the time needed to complete each task.
- Keeps track of tasks that are completed.
- Marks off tasks as they are completed.
- Adds new tasks as they come up.
- Transfers uncompleted tasks to next day's list.

## Making Good Choices

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

To the right: 2 = Mastery, 1 = Acceptable (may improve), 0 = Not acceptable (must improve). On the blanks to the left, mark "+" for strengths and "-" for areas that need improvement.

**Looks at possible choices before making a decision.**

2    1    0

- Considers which choices make the most sense.
- Considers benefits and challenges of different choices.
- Considers legal and fairness issues.
- Asks for and listens to advice of appropriate others.
- Looks at possible consequences of different choices.

**Carries out best choice(s).**

2    1    0

- Settles on best choice(s).
- Carries out choice(s) as well as it can be done.
- Accepts consequences of carrying out choices.

**Discusses results of choices with an adult.**

2    1    0

- Discusses whether the results were beneficial.
- Discusses whether the right decision was made.

Comments:

Date Met

## Advocating for Self

Name \_\_\_\_\_ Date \_\_\_\_\_ Student Rating \_\_\_\_\_

To the right: 2 = Mastery, 1 = Acceptable (may improve), 0 = Not acceptable (must improve). On the blanks to the left, mark "+" for strengths and "-" for areas that need improvement.

<p><b>Is able to describe what motivates self.</b></p> <p><input type="checkbox"/> Can name things that are important to him/her self.</p> <p><input type="checkbox"/> Can list a number of things he/she likes to do.</p> <p><input type="checkbox"/> Can name things that he/she would like to accomplish.</p>	<p>2    1    0</p>
<p><b>Has a realistic view of self.</b></p> <p><input type="checkbox"/> Has a realistic view of capabilities and limitations.</p> <p><input type="checkbox"/> Knows own strengths and weaknesses.</p> <p><input type="checkbox"/> Recognizes need for supports.</p>	<p>2    1    0</p>
<p><b>Is aware of situations that require self-advocacy.</b></p> <p><input type="checkbox"/> Knows legal and civil rights.</p> <p><input type="checkbox"/> Knows that personal safety often requires self-advocacy.</p> <p><input type="checkbox"/> Knows obtaining services often requires self-advocacy.</p>	<p>2    1    0</p>
<p><b>Follow steps to reach a personal goal.</b></p> <p><input type="checkbox"/> Determines when self-advocating is worthwhile.</p> <p><input type="checkbox"/> Commits to advocating for self.</p> <p><input type="checkbox"/> Determines steps needed to succeed at self-advocating.</p> <p><input type="checkbox"/> Knows fears and obstacles that must be overcome.</p> <p><input type="checkbox"/> Carries out steps to self-advocating.</p> <p><input type="checkbox"/> Evaluates success in self-advocating.</p>	<p>2    1    0</p>