

Work System Data Sheet

Student: _____

Week of: _____ **Staff initials:** _____

| | |
|--------------|---|
| Skill | Yes = Independently completed skill without prompting. (Prompting Includes: verbal, gestural, physical) |
| | No = Student required prompting to complete the skill. (Prompting Includes: verbal, gestural, physical) |

| Skill | | Mon | Tues | Wed | Thurs | Fri | Set Criteria for Mastery | Next Steps for Restructuring & Generalization |
|----------|--|-----|------|-----|-------|-----|--|---|
| 1 | Knows what work to do | Yes | Yes | Yes | Yes | Yes | Skill 1 - Independent for ___ consecutive days | |
| | | No | No | No | No | No | | |
| 2 | Knows how much work to do. (which task to begin with; follows the assigned sequence) | Yes | Yes | Yes | Yes | Yes | Skill 2 - Independent for ___ consecutive days | |
| | | No | No | No | No | No | | |
| 3 | Brings tasks to desk / work area | Yes | Yes | Yes | Yes | Yes | Skill 3 - Independent for ___ consecutive days | |
| | | No | No | No | No | No | | |
| 4 | Knows when work is finished | Yes | Yes | Yes | Yes | Yes | Skill 4 - Independent for ___ consecutive days | |
| | | No | No | No | No | No | | |
| 5 | Places completed work in the proper location | Yes | Yes | Yes | Yes | Yes | Skill 5 - Independent for ___ consecutive days | |
| | | No | No | No | No | No | | |
| 6 | Makes the transition to next activity | Yes | Yes | Yes | Yes | Yes | Skill 5 - Independent for ___ consecutive days | |
| | | No | No | No | No | No | | |

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See "Strategies for Restructuring" Form for considerations on moving forward.