BASIC INFORMATION & SKILLS CHECKLIST

The following is a checklist of skills and behaviors. This is an activity that you should do several times, so you can see how well you are improving in those areas where you indicate you are not strong. You would get very good information about yourself by asking a parent or teacher to fill one out about you, then sit down and discuss your answers. Pick 2-4 that need work and check your progress on them in 6 months.

STUDENT INFORMATION	YES	NO	WORKING ON IT	DON'T KNOW
1. Can I name and describe my disability?	☐	☐	☐	☐
2. Can I describe my strengths?	☐	☐	☐	☐
3. Do I know what accommodative services I need? (e.g., extended time, separate location, use of a word processor, note taker, books on tape)	☐	☐	☐	☐
4. Do I know what adaptive and/or assistive equipment I need to use? (e.g., screen reader, screen enlarger)	☐	☐	☐	☐

ACADEMIC PREPARATION SKILLS	YES	NO	WORKING ON IT	DON'T KNOW
1. Do I have at least basic keyboarding skills?	☐	☐	☐	☐
2. Have I had at least one year of high school mathematics, including algebra?	☐	☐	☐	☐
3. Have I had at least three years of high school science, including at least one lab science?	☐	☐	☐	☐
4. Do I comprehend what I read?	☐	☐	☐	☐
5. Can I write a well-developed essay?	☐	☐	☐	☐

STUDY SKILLS	YES	NO	WORKING ON IT	DON'T KNOW
1. Do I know how to use a library?	☐	☐	☐	☐
2. Do I know when to seek assistance?	☐	☐	☐	☐
3. Can I take notes from a lecture?	☐	☐	☐	☐
4. Do I know who to take notes from a book?	☐	☐	☐	☐
5. Do. I know how to study?	☐	☐	☐	☐
6. Do I know how to take different kinds of tests?	☐	☐	☐	☐
7. Am I usually prepared for class?	☐	☐	☐	☐
8. Am I usually on-time for classes?	☐	☐	☐	☐
9. Do I skip classes often?	☐	☐	☐	☐
10. Are my school work and notes neat?	☐	☐	☐	☐
11. Am I good at organizing my work? (e.g., folders)	☐	☐	☐	☐
12. Are my assignments completed on time?	☐	☐	☐	☐

STUDY SKILLS (continued)	YES	NO	WORKING ON IT	DON'T KNOW
13. Do I stay in my seat during class?	☐	☐	☐	☐
14. Do I behave appropriately in class?	☐	☐	☐	☐
15. Do I work in groups?	☐	☐	☐	☐

SOCIAL SKILLS	YES	NO	WORKING ON IT	DON'T KNOW
1. Do I communicate appropriately with teachers?	☐	☐	☐	☐
2. Do I interact appropriately with peers?	☐	☐	☐	☐
3. Do I know how to interact appropriately with different kinds of people in social situations?	☐	☐	☐	☐
4. Do I know how to let someone know I like them? (dating etiquette)	☐	☐	☐	☐
5. Can I handle rejection appropriately?	☐	☐	☐	☐
6. Do I know how to use the telephone effectively?	☐	☐	☐	☐
7. Do I know when a conversation or discussion is	☐	☐	☐	☐
8. Can I demonstrate problem-solving and decision-making skills	☐	☐	☐	☐

BASIC LIFE SKILLS	YES	NO	WORKING ON IT	DON'T KNOW
1. Do I know how to use transportation to go to and from campus, job, internships?	☐	☐	☐	☐
2. Do I use leisure time effectively?	☐	☐	☐	☐
3. Do I know how to locate appropriate assistance when needed?	☐	☐	☐	☐
4. Do I have adequate knowledge of my medical needs in regards to medications and health problems and am I able to express these needs to others?	☐	☐	☐	☐
5. Can I manage money appropriately?	☐	☐	☐	☐
6. Do I have basic cooking skills?	☐	☐	☐	☐
7. Can I do my own laundry?	☐	☐	☐	☐
8. Can I do my own food and clothes shopping?	☐	☐	☐	☐

Adapted from Virginia College Quest
http://www.vacollegequest.org/tools/Skills%20Checklist_txt.php