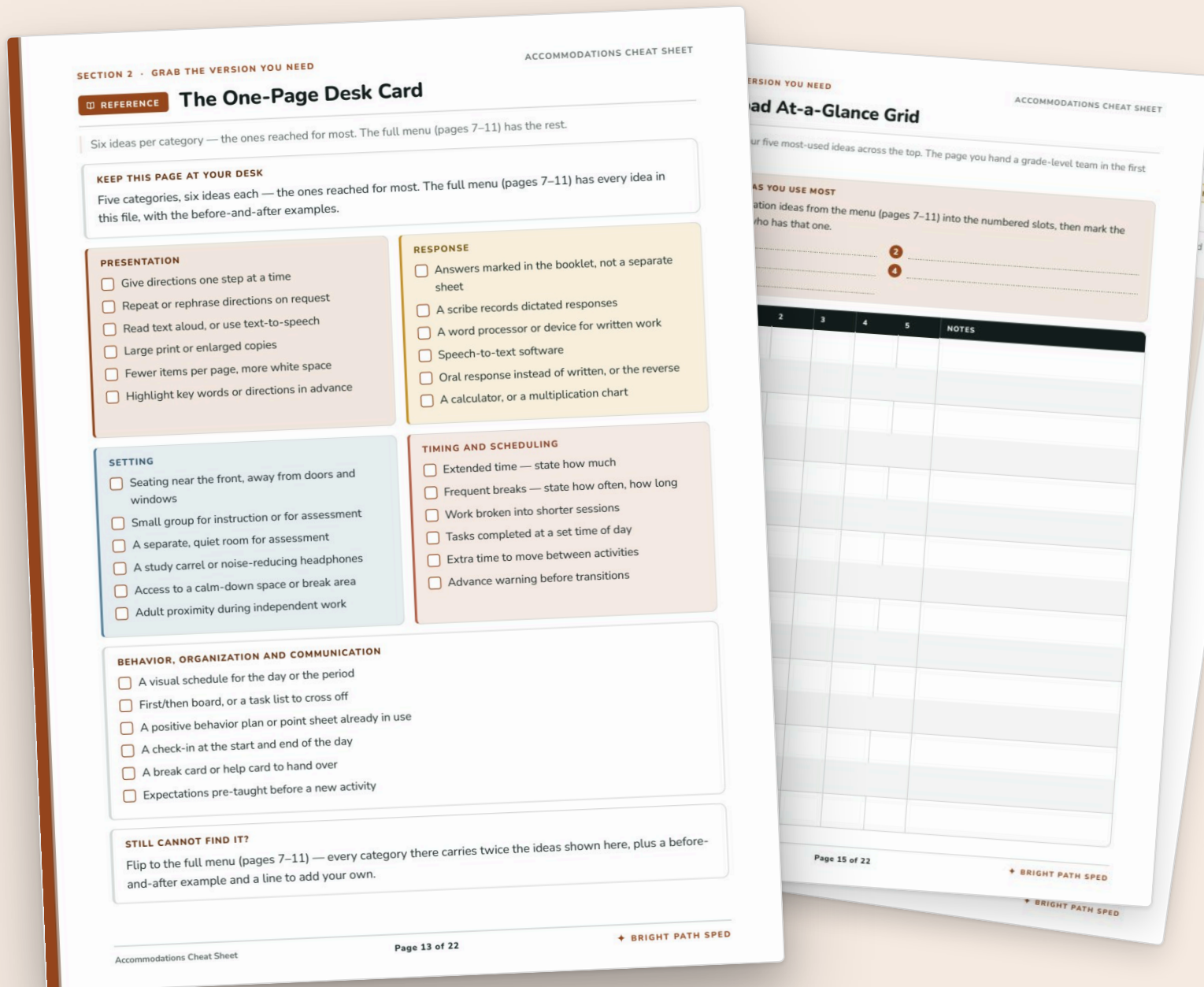


Accommodations Cheat Sheet



22 pages: a binder cover and tab index, the full five-category menu, four quick versions, a meeting summary, a note home, a phrase bank and a filled example. No dates, no daily grids.

About This File

PAGE 4



**Start Here —
Three Steps** **4**
START HERE

01 Set Up and See the Full Menu

PAGES 6–11



**Binder Cover &
Divider Tabs** **6**
SETUP



**Presentation
Accommodations
— Quick Ideas** **7**
REFERENCE



**Response
Accommodations
— Quick Ideas** **8**
REFERENCE



**Setting
Accommodations
— Quick Ideas** **9**
REFERENCE



**Timing and
Scheduling —
Quick Ideas** **10**
REFERENCE



**Behavior,
Organization and
Communication —
Quick Ideas** **11**
REFERENCE

02 Grab the Version You Need

PAGES 13–16



**The One-Page
Desk Card** **13**
REFERENCE



**Pick List for One
Student** **14**
STUDENT



**Caseload At-a-
Glance Grid** **15**
CASELOAD



**Quick Card for the
General Education
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03 Report It and Share It

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**One-Page
Summary for the
Meeting** **18**
NOTES



**Quick Note Home
to Families** **19**
NOTES



**Turning a
Category Into an
Accommodation** **20**
REFERENCE



**Filled In, for One
Invented Student** **21**
EXAMPLE

READING THIS FILE'S TAGS

Setup — fill in once. **Reference** — read it, nothing to fill in. **Student** — one page, filled in once per student. **Caseload** — one page for the whole caseload. **Notes** — a page meant to be sent, not filed. **Example** — a worked, invented student, so every other page has something real to compare against.

SETUP

Binder Cover & Divider Tabs

Fill in once, slide it into the binder's cover sleeve, and write the five tab labels below onto blank dividers.

Accommodations Cheat Sheet

Binder cover — fill in once, then slide this page into the binder's front cover sleeve.

TEACHER / ROOM

SCHOOL YEAR

Spine label (print, trim to width, slide into the binder spine sleeve): Accommodations Cheat Sheet

TAB #	LABEL TO WRITE ON THE TAB	PAGE
1	Presentation	7
2	Response	8
3	Setting	9
4	Timing and Scheduling	10
5	Behavior, Organization and Communication	11

USING THESE FIVE TABS

One divider tab per accommodation category. Write each label onto a blank index tab (sticky index tabs work well), or print this page on cardstock and slide each row behind the matching tab as a mini index. The five category pages immediately follow this one, in the same order.

WHERE EVERYTHING LIVES IN THIS BINDER

SECTION	WHAT'S THERE	PAGES
Section 1	Set Up and See the Full Menu	6–11
Section 2	Grab the Version You Need	13–16
Section 3	Report It and Share It	18–21

SETTING IT UP TAKES ABOUT THREE MINUTES

Fill in the cover above, write the five tab labels onto blank dividers, place them before their matching category page, and the binder is ready to grab for any accommodations conversation.

REFERENCE

The One-Page Desk Card

Six ideas per category — the ones reached for most. The full menu (pages 7–11) has the rest.

KEEP THIS PAGE AT YOUR DESK

Five categories, six ideas each — the ones reached for most. The full menu (pages 7–11) has every idea in this file, with the before-and-after examples.

PRESENTATION

- ☐ Give directions one step at a time
- ☐ Repeat or rephrase directions on request
- ☐ Read text aloud, or use text-to-speech
- ☐ Large print or enlarged copies
- ☐ Fewer items per page, more white space
- ☐ Highlight key words or directions in advance

RESPONSE

- ☐ Answers marked in the booklet, not a separate sheet
- ☐ A scribe records dictated responses
- ☐ A word processor or device for written work
- ☐ Speech-to-text software
- ☐ Oral response instead of written, or the reverse
- ☐ A calculator, or a multiplication chart

SETTING

- ☐ Seating near the front, away from doors and windows
- ☐ Small group for instruction or for assessment
- ☐ A separate, quiet room for assessment
- ☐ A study carrel or noise-reducing headphones
- ☐ Access to a calm-down space or break area
- ☐ Adult proximity during independent work

TIMING AND SCHEDULING

- ☐ Extended time — state how much
- ☐ Frequent breaks — state how often, how long
- ☐ Work broken into shorter sessions
- ☐ Tasks completed at a set time of day
- ☐ Extra time to move between activities
- ☐ Advance warning before transitions

BEHAVIOR, ORGANIZATION AND COMMUNICATION

- ☐ A visual schedule for the day or the period
- ☐ First/then board, or a task list to cross off
- ☐ A positive behavior plan or point sheet already in use
- ☐ A check-in at the start and end of the day
- ☐ A break card or help card to hand over
- ☐ Expectations pre-taught before a new activity

STILL CANNOT FIND IT?

Flip to the full menu (pages 7–11) — every category there carries twice the ideas shown here, plus a before-and-after example and a line to add your own.

STUDENT

Pick List for One Student

One page, filled in once per student. Not a log: nothing here asks which day or which week.

STUDENT	GRADE / CASE MANAGER	DATE

PRESENTATION
Pick one or two ideas from the menu (pages 7–11).
Say what it looks like for this student.

RESPONSE
Pick one or two ideas from the menu (pages 7–11).
Say what it looks like for this student.

SETTING
Pick one or two ideas from the menu (pages 7–11).
Say what it looks like for this student.

TIMING AND SCHEDULING
Pick one or two ideas from the menu (pages 7–11).
Say what it looks like for this student.

BEHAVIOR, ORGANIZATION AND COMMUNICATION
Pick one or two ideas from the menu (pages 7–11). Say what it looks like for this student.

MODIFICATIONS, IF ANY (SEPARATE FROM ACCOMMODATIONS)

 **NOTES**

One-Page Summary for the Meeting

Copy a student's picks from page 14 into one clean page to bring to the meeting.

STUDENT	MEETING DATE	PREPARED BY	NEXT REVIEW

#	CATEGORY	ACCOMMODATION(S) SELECTED (FROM PAGE 14)	WHY THIS ONE, IN ONE LINE
1	Presentation		
2	Response		
3	Setting		
4	Timing and Scheduling		
5	Behavior, Organization and Communication		

ONE SENTENCE TO OPEN THE CONVERSATION

WHAT CHANGED SINCE THE LAST PLAN, IF ANYTHING

EXAMPLE

Filled In, for One Invented Student

SAMPLE · INVENTED STUDENT

Jordan M. is invented, and so is every number below. Every accommodation in the right-hand table is the same word used in the left-hand table.

PICK LIST FOR ONE STUDENT (PAGE 14), JORDAN M. (INVENTED)

STUDENT	GRADE / CASE MANAGER	DATE
Jordan M.	4th · T. Reyes	Sept 15

#	CATEGORY	ACCOMMODATION PICKED (FROM THE MENU)
1	Presentation	Directions repeated once, on request; a copy of class notes
2	Response	Oral response allowed instead of written, for science checks
3	Setting	Front row, left side, away from the door
4	Timing and Scheduling	Extended time, time and a half, on written tests
5	Behavior, Organization and Communication	Break card; check-in at 8:10 and 2:40 with Ms. Reyes

ONE-PAGE SUMMARY FOR THE MEETING (PAGE 18), SAME FIVE PICKS

#	CATEGORY	ACCOMMODATION SELECTED	WHY THIS ONE, IN ONE LINE
1	Presentation	Directions repeated once, on request; a copy of class notes	Reading fluency data shows he loses the thread after one read-through.
2	Response	Oral response allowed instead of written, for science checks	Writing is slower than thinking for him; a typing device is not available this year.
3	Setting	Front row, left side, away from the door	Noise near the door pulls his attention within a few minutes.
4	Timing and Scheduling	Extended time, time and a half, on written tests	He rushes the last third of any timed test.
5	Behavior, Organization and Communication	Break card; check-in at 8:10 and 2:40 with Ms. Reyes	He already asks for a break about twice a day; this makes it official and predictable.

FIVE CATEGORIES, FIVE PICKS, NOTHING LEFT FOR THE TEAM TO GUESS AT

Jordan has one accommodation named from each of the five categories on pages 7–11 — five total, matching the five rows in both tables above. The summary on the right is a clean copy of the pick list on the left; every word in its Accommodation column is the same word that appears in the pick list, not a rewrite.