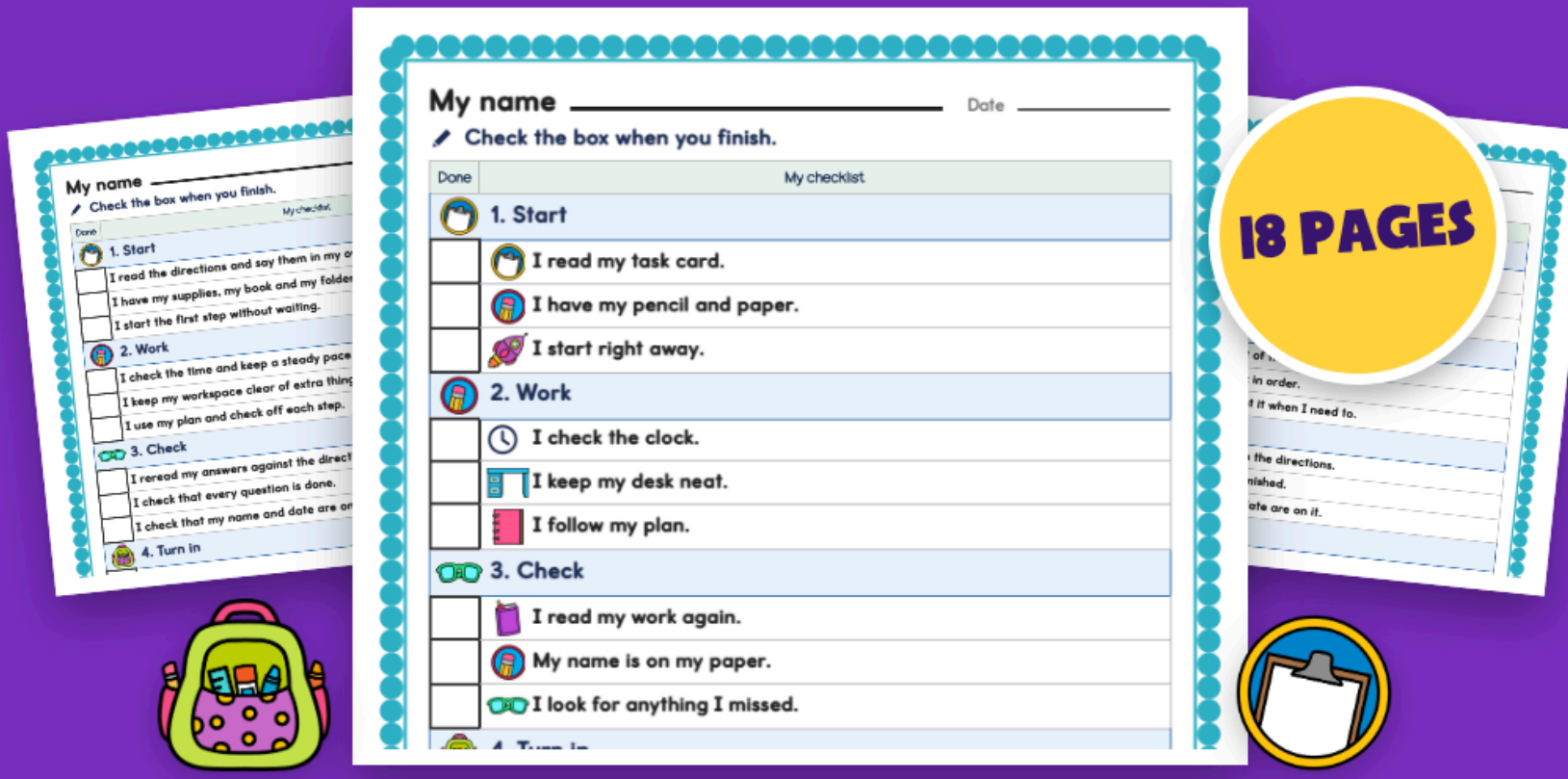
EXECUTIVE FUNCTIONING CHECKLIST

3 Age Bands: K-2 · 3-5 · 6-8



Bright Path Sped

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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, a box or a table cell, type, and Save As.
- Every name and date line, every tick cell and every rating cell is a type-in field. A student can type an X or print the page and check the box by hand.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. Every line is black or gray. The pictures are small clip art, so check one black-and-white copy before you make a class set.

A checklist has a child's name on it

Keep filled-in sheets where your school keeps student records, and follow your school's own rules for what goes home and how. The pages here are a self-check and a rating sheet; they do not decide anything about a child.

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PREVIEW

How to Use the Checklist

For the adult who hands it out. Nothing on this page goes to the student.

The idea

A self-check for four parts of any task: Start, Work, Check and Turn in. The student owns the boxes. You own the rating sheet, which is one teacher's view from one date.

Choose the band

- K-2: page 5. Big type, one picture for each part.
- 3-5: page 6. The same four parts, a little more text.
- 6-8: page 7. Plain wording and a line to write the next step.

Hand it over

- Read the first line on the page aloud once, then leave it on the desk.
- The student checks each box when that part is done, in order.
- A box left unchecked is information, not a score. Do not check it for the student.

Rate with the key

- Use the rating key on page 8. Rate each of the six skills from 1 to 4.
- Use one rating sheet (page 9) for one student and one date.
- Write one line of evidence: what you saw, in plain words.

Keep the sheets

- Checklists go in the student's folder. Rating sheets go in your own file.
- Four rating sheets, one per date, make a roll-up (page 10).
- Share a family note (page 14) only in the way your school shares student work.

Our school's own word for each part

_____

PREVIEW

My name _____ Date _____

Check the box when you finish.

Done	My checklist
	1. Start
☐	I read my task card.
☐	I have my pencil and paper.
☐	I start right away.
	2. Work
☐	I check the clock.
☐	I keep my desk neat.
☐	I follow my plan.
	3. Check
☐	I read my work again.
☐	My name is on my paper.
☐	I look for anything I missed.
	4. Turn in
☐	I put my work in the right spot.
☐	I put my materials away.
☐	I hand in my work on time.

My good work

Color a star when your checklist is done!

PREVIEW

Teacher Rating Key

Rate each skill from 1 to 4 after you have seen it. Each band has 12 items, and each item names one of these six skills. The counts below are added from the checklist pages.

Rating	Plain name	What it looks like
4	Does it on their own	The first time it is needed, with no reminder.
3	Needs a reminder	Does it after one reminder, a prompt or a look.
2	Needs some help	Needs help to start it or to finish a part.
1	Needs a lot of help	Needs help with most of the steps.

Skill	What it looks like	Items K-2	Items 3-5	Items 6-8
Planning	Knows what the task asks and the order of the steps.	2	2	2
Organization	Keeps the desk, folder and papers where they go.	3	3	3
Starting tasks	Begins the first step without waiting to be started.	1	1	1
Materials	Has the supplies the task needs, and puts them back.	2	2	2
Time	Watches the clock or the due time, and turns work in when it is due.	2	2	2
Checking work	Rereads the directions and the answers before turning in.	2	2	2

Our school's own words for 1 to 4

_____

_____

_____

_____

A rating is not a score

- Rate what you saw in one task. Do not rate a whole year from one day.
- Leave a skill blank if you did not see it.
- The ratings do not decide placement, services or eligibility.

PREVIEW

Roll-Up Across Four Dates

Copy each rating from the rating sheets, one column per date. Average the four dates (add them, divide by four). An example is on page 13.

Student _____ Band _____ Teacher _____

Skill	Date 1	Date 2	Date 3	Date 4	Average
Planning					
Organization					
Starting tasks					
Materials					
Time					
Checking work					

Skills rated 3 or 4 on the latest date _____ Lowest average _____

What I will look at next

_____

_____

_____

_____

PREVIEW

A Filled-In Checklist (Invented Student)

Jordan R. is an invented student. The check marks and the count below come from the 3-5 checklist on page 6. A check mark means done, an empty box means not yet.

My name Jordan R. (invented) **Date** Oct 26

Check the box when you finish.

Done	My checklist
	1. Start
☑	I read the directions and say them in my own words.
☑	I have my supplies, my book and my folder.
☑	I start the first step without waiting.
	2. Work
☑	I check the time and keep a steady pace.
☑	I keep my workspace clear of extra things.
☐	I use my plan and check off each step.
	3. Check
☑	I reread my answers against the directions.
☐	I check that every question is done.
☑	I check that my name and date are on it.
	4. Turn in
☑	I put my work in the right place.
☑	I put my supplies back where they go.
☐	I hand it in when the time is up.

9 of 12 boxes checked.

Next time I will

Check every question before I hand it in.

PREVIEW

Note to Family About the Checklist

A short note to send home with the checklist. Write it in your own words, or type over the lines.

Student _____ Date _____ Teacher _____

What we used

Checklist (K-2, 3-5 or 6-8) _____ Date of the checklist _____

What went well

What we will keep working on

Something you can ask at home

A note from you (optional)

Teacher signature _____ Family signature and date _____

PREVIEW

Quick Card for a Para or Sub

How to hand out the checklist when you are covering the class.

Before the class

- Find the band's checklist (K-2 page 5, 3-5 page 6, 6-8 page 7).
- Write the student's name and today's date at the top.
- Keep the rating sheet with you, in case the teacher asks for it.

During the class

- Read the first line aloud once, then let the student do the checking.
- Do not check a box for the student.
- If you saw a skill, write one line of what you saw.

At the end of the class, in order

1. Look at the checklist with the student, box by box.
2. Put it in the folder.
3. Write anything the teacher should know on the back of the rating sheet.
4. Tell the teacher the checklist is done.

Please do not

- Score the checklist or write a grade on it.
- Rate a skill you did not see.
- Write about another child on this child's sheet.

Who I am

Name _____

Date _____

Class _____

Things the teacher should know

_____

_____

_____

PREVIEW