

Accommodation Weekly Log



18 pages: two setup pages, four ways to log a week, a roll-up, a note home to the case manager, a phrase bank and a filled example.

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READING THIS FILE'S TAGS

Setup — fill in once per term. **Roster** — the class list this whole file works from. **Log** — the pages you fill in during the week, in pen or on screen. **Tracker** — where the codes turn into a percent. **Notes** — a page meant to be sent, not filed. **Reference** — a page to borrow wording from, not fill in. **Example** — a worked, invented week and month, so every other page in this file has something real to compare against.

SETUP

Quick-Entry Codes

Three codes, used the same way on every page in this file: Y (provided and used), P (partial), N (not provided today).

CODE	MEANS	USE IT WHEN
Y	Provided and used	The accommodation was in place, and the student used it, for the part of the day it applies to. This is the code most days should get, for a plan that is actually working.
P	Partial	It was available, but used for only part of the time, used inconsistently, or the student started without it and asked for it partway through. A single P is not a problem; a run of them on the same accommodation is worth a look.
N	Not provided	It did not happen today. Write why in the Friday notes: sub, schedule change, materials not ready, student absent. An N with no reason next to it is the one thing this file cannot explain on its own.

A FAST RULE WHEN THE CODE IS NOT OBVIOUS

Used the whole time it applies: **Y**. Used for only part of it, or added partway through: **P**. Did not happen at all: **N**. If a day has no moment the accommodation applies (no test, no written assignment, no transition), leave the cell blank rather than guessing at a code. When two teachers on the same team would pick different codes for the same event, write what happened in the notes and let the code follow the description, not the other way around.

THE DOCUMENTATION MY DISTRICT ASKS FOR (FORM, WHERE IT IS FILED, HOW OFTEN)

 LOG

Weekly Log — Whole Class

One row per student, from the roster. Monday through Friday, one code per day. Friday: add the notes.

TEACHER / CLASS OR PERIOD

WEEK OF

SUBJECT / BLOCK

SHEET __ OF __

STUDENT	ACCOMMODATION (FROM PAGE 7)	MON	TUE	WED	THU	FRI

FRIDAY: CODES AND NOTES

Y provided and used · P partial · N not provided (write why below). A row with no N all week is an accommodation that is working; a row with two or more N is a sentence for the case manager (page 15).

FRIDAY NOTES (EVERY N AND WHY, ANY P WORTH MENTIONING, WHAT WORKED)



Weekly Log — One Student, More Room

For the student on your roster who actually has more than one accommodation to watch. More rows, more room for Friday notes.

STUDENT	WEEK OF	CLASS / PERIOD	TEACHER						

TRACKER

Month-End Summary

One row per student. Add the Y, P and N codes from four weeks of the class log, then divide. This percent is the one a case manager will ask for.

TEACHER / CLASS		MONTH	WEEKS LOGGED			PREPARED BY		
#	STUDENT	ACCOMMODATION	DAYS Y	DAYS P	DAYS N	APPLICABLE (Y+P+N)	PERCENT	NOTE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

THE ARITHMETIC, ONCE

Add the Y, P and N counts from four weeks of the class log (page 9). **Applicable** = Y + P + N. **Percent** = (Y + P) ÷ Applicable, times 100, rounded to a whole number. A student with 15 Y, 2 P and 3 N: applicable 20, (15 + 2) ÷ 20 = 0.85, written as 85 percent. A student with no applicable days this month gets a dash, not a zero.

 **NOTES**

Quick Note to the Case Manager

A short update, not a report. Send it after the month-end summary, or any week something needs a case manager's attention.

TEACHER / CLASS	STUDENT	WEEK OR DATES COVERED
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HOW IT WENT THIS WEEK OR THIS MONTH

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ANYTHING THAT GOT IN THE WAY

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A QUESTION I HAVE, OR SOMETHING I NEED FROM YOU

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SENT ON	RESPONSE NEEDED BY (OR N/A)
.....	

EXAMPLE

One Week Filled In, and the Month It Rolls Into

SAMPLE • INVENTED STUDENT

Nadia, Owen and Priya are invented, and so is Mr. Castillo's roster. Every count below traces to the week or the month above it.

WHOLE-CLASS WEEKLY LOG (PAGE 9), MR. CASTILLO, ENGLISH 7, PERIOD 2, WEEK OF OCT 6 (INVENTED)

Friday notes: Nadia — Wed 10/8, a substitute taught the class and did not have the accommodation list, so extended time was not offered (N). Owen — Thu 10/9, he moved seats for a group project and sat with his group instead of the front row for part of the block (P). Priya — directions repeated worked well during independent work (Y on Thursday); during partner work she did not ask, so I checked in without being asked each time, which I am counting as partial (P) because it was not the accommodation working on its own; Tuesday she was absent for a doctor visit, no accommodation applied (N).

STUDENT	ACCOMMODATION	MON	TUE	WED	THU	FRI	Y	P	N	%
Nadia Reyes	Extended time on written assignments	Y	Y	N	Y	Y	4	0	1	80%
Owen Park	Preferential seating, front row	Y	Y	Y	P	Y	4	1	0	100%
Priya Shah	Directions repeated and checked back	P	N	P	Y	P	1	3	1	80%

MONTH-END SUMMARY (PAGE 14), OCTOBER, SAME THREE STUDENTS

#	STUDENT	ACCOMMODATION	DAYS Y	DAYS P	DAYS N	APPLICABLE	PERCENT
1	Nadia Reyes	Extended time on written assignments	15	2	3	20	85%
2	Owen Park	Preferential seating, front row	16	4	0	20	100%
3	Priya Shah	Directions repeated and checked back	7	11	2	20	90%

Nadia: $(15 + 2) \div 20 = 85\%$. Owen: $(16 + 4) \div 20 = 100\%$. Priya: $(7 + 11) \div 20 = 90\%$. Nadia's week of Oct 6 above is week 1 of her four (4 Y, 0 P, 1 N); the other three weeks are added the same way to reach her month total of 15 Y, 2 P, 3 N.

WHAT THE PERCENT DOES AND DOES NOT TELL YOU

Owen's 100 percent does not mean nothing needs attention — it means every day the accommodation applied, it was at least partly used. Priya's 90 percent is built from mostly-partial days, which is worth a different conversation than Nadia's 85 percent, built from four solid days and one day it was missed outright because of a substitute. The month-end number is where to start the conversation, never where to end it.

WHAT MR. CASTILLO DOES WITH THIS AT THE END OF OCTOBER

Nadia's 85 percent is the lowest of the three, and the one day it dropped had a specific, fixable cause: the substitute did not have the accommodation list. That single sentence, not the percent alone, is what goes on the quick note to the case manager (page 15) — along with a request that substitute folders include the accommodation list going forward. Owen and Priya need no note this month; the data says so, not a guess.