SPECIAL EDUCATION · OCCUPATIONAL THERAPY

EDITABLE

Occupational Therapy Graduation Certificates



21 PAGES | SIX CERTIFICATE DESIGNS | MINI AWARDS + LOG | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS

What Is Inside, and Where

21 pages: six full-page certificates, smaller awards, and the paper to plan, log and roll it all up. Your team decides when a goal is met; nothing here does.

Before you begin

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Start Here — Three Steps
START HERE
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01 Full-Page Certificates

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CERTIFICATE
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Fine Motor Star
CERTIFICATE
6



Calm Body Champ
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Getting Ready Pro
CERTIFICATE
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SPECIAL AWARD
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02 Smaller Awards and Take-Home

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03 Plan, Log and Roll Up

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Graduation Day Checklist
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Caseload Graduation Log
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Certificate and Note Phrase Bank
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WHICH CERTIFICATE, WHEN

A handwriting goal: page 5. A fine motor goal: page 6. A calm body goal: page 7. A getting-ready goal: page 8. Any goal at all: page 9. Something else to celebrate: page 10. A quick note between big days: pages 11–12.

☆ START HERE Start Here — Three Steps

Two minutes of reading. Type the name once, print, and celebrate.

1

Pick a certificate

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Six full pages start on page 5: handwriting, fine motor, calm body, getting ready, goal met, or make your own. Smaller ones are on pages 11–12.

2

Type it

Click the line and type the name, the goal, the date and your name. **Save As** with the student's initials; the original stays blank.

Send the practice page (page 13) and the family letter (page 14) home with it.

3

Celebrate and log it

Walk through the checklist (page 15) so nothing is forgotten on a good day.

Add one row to the log (page 16). At the end of the year the tally (page 17) collects the counts by month and area.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up the tally for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE IN THIS FILE FOLLOWS

Your team decides when a goal is met and what comes next. These pages do not say when a student is done. They celebrate it after you decide, and the checklist gives your district's own rule a blank line to be written on.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

My printer cuts off the border. Print at 100 percent, not "fit to page."

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

NAMES ON A PRINTED CERTIFICATE

A certificate goes on a wall or in a backpack, so use the first name your family is happy to see in public. The log (page 16) uses initials only and stays with you.

TYPED OR BY HAND

Type before you print, or print blank and write by hand with the student beside you. Both work: every line is a real line on paper too, and the pages still read when photocopied in black and white.

HANDWRITING CERTIFICATE



Handwriting Hero!

I practiced my writing and I did it!

NAME

MY HANDWRITING GOAL

DATE

OCCUPATIONAL THERAPIST

FINE MOTOR CERTIFICATE



Fine Motor Star!

My fingers worked hard and I did it!

NAME

MY FINE MOTOR GOAL

DATE

OCCUPATIONAL THERAPIST

HALF PAGE

Half-Page Progress Certificates

Two to a page. For the weeks between the big celebrations.



Great Progress!

I am getting better every week!

NAME

I WORKED ON

DATE

OCCUPATIONAL THERAPIST



Keep Going!

I am working hard and I am close!

NAME

I WORKED ON

DATE

OCCUPATIONAL THERAPIST

MINI AWARDS

Eight Mini Awards

Type the name and date, print, then cut on the dashed lines: one down, three across.

Super Writer!

Your writing was strong.

NAME _____ DATE _____

Busy Fingers!

Your hands worked hard.

NAME _____ DATE _____

Calm Body!

You found your calm.

NAME _____ DATE _____

Good Helper!

You did your job.

NAME _____ DATE _____

Practice Star!

You practiced a lot.

NAME _____ DATE _____

I Saw It!

From your teacher.

NAME _____ DATE _____

Home Practice Done!

You did it at home.

NAME _____ DATE _____

Goal Met!

You did it!

NAME _____ DATE _____

EXAMPLE A Certificate and a Log, Filled In

SAMPLE · INVENTED STUDENT

Noor and the five students are invented, and so is every mark. Every number can be re-counted from its rows.

A CERTIFICATE, FILLED IN (NOOR IS INVENTED)



Handwriting Hero!

Name: **Noor** Date: **Oct 14**

My goal: **Letters on the line**

Occupational therapist: **Ms. Ortiz**

NOOR'S PRACTICE WEEK



Noor colored 5 of 7 stars and wrote "I practiced 5 days."

FAMILY LETTER, FILLED IN (INVENTED)

Good news: Noor put her letters on the line all week. **Celebrating:** a mini award and a cheer from her class. **Next:** the team will write down what comes next. **At home:** let her write the grocery list.

NOTE TO THE CLASSROOM TEACHER, FILLED IN (INVENTED)

You may see: Noor putting her letters on the line. **Ask me about:** my Handwriting Hero certificate. **A cheer from you** would mean a lot on Friday.

THE LOG, FIVE INVENTED STUDENTS

#	STUDENT (INITIALS)	AREA	GOAL	DATE	CERTIFICATE (Y/N)	FAMILY TOLD (Y/N)	NOTE
1	M.R.	Handwriting	Letters on the line	Oct 14	Y	Y	Team meeting
2	J.T.	Fine motor	Cutting on a line	Oct 16	Y	Y	Mini award
3	A.K.	Calm body	Using a calm tool	Oct 21	Y	N	Letter Mon
4	L.P.	Getting ready	Zipping a jacket	Oct 23	N	N	Planned Nov 4
5	S.D.	Handwriting	Name on the line	Oct 28	Y	Y	Home page sent

STUDENTS CELEBRATED 5

CERTIFICATES GIVEN 4

FAMILIES TOLD 3

Check: five rows; four have a Y in the certificate column; three have a Y in the family column; Noor colored five stars.