Table of Contents

Name: _____

Front pocket: cover · this table of contents. **Every tab** starts with a section title page, then the skills checklist for that section, then sub-sections A, B, and C. Newest work goes at the back of each sub-section.

Tab	Section and units	Sub-sections (what goes in each)
💼 **Tab 1**	**Vocational** Unit 4: Employment & Career Exploration Unit 5: Financial Literacy & Money	**1A** My Resume & Job Interests: Growing resume, job interest surveys, career research **1B** Work Practice: Class and school job tasks (Job Try-Out Passport), volunteering, community job training, job tours, mock interviews **1C** Money Skills: Class Store work, needs vs. wants, budgets, Smart Shopper price comparisons
🏠 **Tab 2**	**Daily Living** Unit 2: Independent Living Skills	**2A** Home Care Skills: My Clean-Up Routine, Room 113 Reset Crew schedule, laundry and kitchen task strips **2B** Phone & Getting Ready: Phone practice (call, text, message), clothing for weather and events, morning routines **2C** Safety at Home & Work: Emergency plan practice, appliance safety, safe-or-not sorts, workplace safety rules
💛 **Tab 3**	**Personal Life** Unit 1: Self-Advocacy & Goal Setting Unit 3: Health, Wellness & Relationships	**3A** All About Me: One-Page Profile, Goal Board, IEP prep and student-led IEP practice **3B** Health & Wellness: My Healthy Day strip, health routine plan, weekly meal-plan board **3C** Feelings, Friends & Choices: Emotion check-ins, boundaries, relationship skills, rights and responsibilities, decision steps
🚌 **Tab 4**	**Community** Unit 6: Community Navigation & Mobility	**4A** Getting Around: My Safe Route map, sign book, WTA bus trip plans, transit app practice **4B** Shopping & Eating Out: Shopping lists, store trip notes, ordering and paying practice **4C** Fun in My Community: Recreation and leisure choices, full outing plans (route, times, budget)
🎓 **Tab 5**	**Take With Me** All units: Finished work for graduation	**5A** Final Resume & Best Work: Final resume, top Best Work pages, completed skills checklists **5B** My Transition Info: Student-friendly transition plan summary and goals (no full IEP documents) **5C** My Contacts: School, family, agency, and job contacts I may need after graduation

How my binder grows: Transitions is a two-year class. Each unit adds new work to its section. At the end of each year I rate my skills checklists. Before graduation, I move my strongest pieces into Tab 5, Take With Me.