💼 Skills Checklist: Vocational

Name: _____

At the end of each school year, check one box for each skill. ○ Not yet ◐ Working on it ● I can do it

Year 1 and Year 2 mean *my* first and second year in Transitions. Talk with your teacher about your ratings.

#	Can-do statement	End of Year 1 Date: _____			End of Year 2 Date: _____		
		○	◐	●	○	◐	●
1	I complete a job task using a task card or checklist without reminders. Employment	☐	☐	☐	☐	☐	☐
2	I arrive on time and ready to work. Employment	☐	☐	☐	☐	☐	☐
3	I politely ask a supervisor for help or to explain a direction. Employment	☐	☐	☐	☐	☐	☐
4	I meet workplace hygiene and dress expectations. Employment	☐	☐	☐	☐	☐	☐
5	I can name three jobs that match my interests and strengths. Employment	☐	☐	☐	☐	☐	☐
6	I add new skills and experiences to my resume. Employment	☐	☐	☐	☐	☐	☐
7	I answer common questions in a mock interview. Employment	☐	☐	☐	☐	☐	☐
8	I fill out a practice job application. Employment	☐	☐	☐	☐	☐	☐
9	I solve a simple workplace problem and explain my choice. Employment	☐	☐	☐	☐	☐	☐
10	I count bills and coins to pay a set amount and check my change. Money	☐	☐	☐	☐	☐	☐
11	I sort spending into needs and wants and make a simple budget. Money	☐	☐	☐	☐	☐	☐
12	I compare prices to find the better deal. Money	☐	☐	☐	☐	☐	☐
13	I explain how to keep a debit card and PIN safe. Money	☐	☐	☐	☐	☐	☐

Next skill I will work on / teacher note:

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🏠 Skills Checklist: Daily Living

Name: _____

At the end of each school year, check one box for each skill. ○ Not yet ◐ Working on it ● I can do it

Year 1 and Year 2 mean *my* first and second year in Transitions. Talk with your teacher about your ratings.

#	Can-do statement	End of Year 1 Date: _____			End of Year 2 Date: _____		
		○	◐	●	○	◐	●
1	I hand-wash, rinse, and dry dishes, following every step. Kitchen	☐	☐	☐	☐	☐	☐
2	I load, run, and unload a dishwasher. Kitchen	☐	☐	☐	☐	☐	☐
3	I use small appliances (microwave, toaster) safely. Kitchen	☐	☐	☐	☐	☐	☐
4	I sweep and mop a floor, covering the whole area. Cleaning	☐	☐	☐	☐	☐	☐
5	I clean and sanitize surfaces in the right order. Cleaning	☐	☐	☐	☐	☐	☐
6	I sort, wash, dry, and fold laundry. Laundry	☐	☐	☐	☐	☐	☐
7	I make a bed and keep my space organized. My space	☐	☐	☐	☐	☐	☐
8	I follow a daily or weekly home routine using a checklist. Routines	☐	☐	☐	☐	☐	☐
9	I use a phone to call, text, or leave a message for a real reason. Phone	☐	☐	☐	☐	☐	☐
10	I choose clothes that fit the weather and the event. Clothing	☐	☐	☐	☐	☐	☐
11	I know my emergency plan and who to contact. Safety	☐	☐	☐	☐	☐	☐

Next skill I will work on / teacher note:

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💛 Skills Checklist: Personal Life

Name: _____

At the end of each school year, check one box for each skill. ○ Not yet ◐ Working on it ● I can do it

Year 1 and Year 2 mean *my* first and second year in Transitions. Talk with your teacher about your ratings.

#	Can-do statement	End of Year 1 Date: _____			End of Year 2 Date: _____		
		○	◐	●	○	◐	●
1	I describe my strengths, needs, and how I learn best. Self-advocacy	☐	☐	☐	☐	☐	☐
2	I explain one or two of my accommodations and why they help. Self-advocacy	☐	☐	☐	☐	☐	☐
3	I set a goal and track my progress. Self-advocacy	☐	☐	☐	☐	☐	☐
4	I take part in my IEP meeting (share, ask, or lead a part). Self-advocacy	☐	☐	☐	☐	☐	☐
5	I use an assertive voice to ask for what I need. Self-advocacy	☐	☐	☐	☐	☐	☐
6	I know my basic rights at school and work and who I can ask. Rights	☐	☐	☐	☐	☐	☐
7	I follow a daily hygiene and self-care routine. Health	☐	☐	☐	☐	☐	☐
8	I make healthy food choices and can plan a simple meal. Health	☐	☐	☐	☐	☐	☐
9	I follow a medication or health routine with the right support. Health	☐	☐	☐	☐	☐	☐
10	I respect personal space and boundaries. Relationships	☐	☐	☐	☐	☐	☐
11	I name my emotions and use a coping tool. Feelings	☐	☐	☐	☐	☐	☐
12	I use decision steps: stop, think, choose. Decisions	☐	☐	☐	☐	☐	☐

Next skill I will work on / teacher note:

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🚌 Skills Checklist: Community

Name: _____

At the end of each school year, check one box for each skill. ○ Not yet ◐ Working on it ● I can do it

Year 1 and Year 2 mean *my* first and second year in Transitions. Talk with your teacher about your ratings.

#	Can-do statement	End of Year 1 Date: _____			End of Year 2 Date: _____		
		○	◐	●	○	◐	●
1	I follow pedestrian safety rules at crosswalks and signals. Safety	☐	☐	☐	☐	☐	☐
2	I read and follow common community signs and symbols. Signs	☐	☐	☐	☐	☐	☐
3	I map a walking route from school to a place in town. Routes	☐	☐	☐	☐	☐	☐
4	I read a WTA bus schedule to plan a trip. Transit	☐	☐	☐	☐	☐	☐
5	I use a map or transit app to check a route. Transit	☐	☐	☐	☐	☐	☐
6	I use a shopping list to find items and check out. Shopping	☐	☐	☐	☐	☐	☐
7	I order food at a restaurant or counter and pay. Eating out	☐	☐	☐	☐	☐	☐
8	I show public manners: voice level, waiting in line, respect. Etiquette	☐	☐	☐	☐	☐	☐
9	I choose a recreation or leisure activity in my community. Leisure	☐	☐	☐	☐	☐	☐
10	I plan a full outing on paper: route, times, and budget. Planning	☐	☐	☐	☐	☐	☐
11	I know safe people and places to ask for help. Safety	☐	☐	☐	☐	☐	☐

Next skill I will work on / teacher note:

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Skills Checklist: Take With Me

Name: _____

At the end of each school year, check one box for each skill. ○ Not yet ◐ Working on it ● I can do it

Year 1 and Year 2 mean *my* first and second year in Transitions. Talk with your teacher about your ratings.

#	Can-do statement	End of Year 1 Date: _____			End of Year 2 Date: _____		
		○	◐	●	○	◐	●
1	My final resume is updated and checked by a teacher. Resume	☐	☐	☐	☐	☐	☐
2	I chose my best work and wrote why each piece matters. Best work	☐	☐	☐	☐	☐	☐
3	My skills checklists have ratings from each year. Skills	☐	☐	☐	☐	☐	☐
4	My transition plan summary (goals after high school) is in this section. Plan	☐	☐	☐	☐	☐	☐
5	My contact list has school, family, agency, and job contacts. Contacts	☐	☐	☐	☐	☐	☐
6	I know where my important documents (ID, cards) are kept. Documents	☐	☐	☐	☐	☐	☐
7	I can explain my strengths and supports to a new employer or program. Self-advocacy	☐	☐	☐	☐	☐	☐
8	I can present my binder in a short talk. Sharing	☐	☐	☐	☐	☐	☐
9	I know my next step and who will help me get there. Next step	☐	☐	☐	☐	☐	☐
10	I keep my job application information ready to use. Applications	☐	☐	☐	☐	☐	☐

Next skill I will work on / teacher note:

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