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| **I. IEP AT A GLANCE**  |
|  | Check/quick notes |
| 1. The IEP at a Glance is typed for each student on one page (information may also be gleaned for interests and supports from the RR). |  |
| 2. Each document contains abbreviated goals/objectives, motivators or interests, strengths, and specially designed instruction. |  |
| 3. IEP at a Glance documents are posted somewhere in the classroom.  |  |
| 4. The document is posted on clipboards or notebooks that will contain data sheets.  |  |
| 5. The document is utilized to create the classroom including centers and independent work tasks.  |  |

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| **II. Independent Workstations**  |
|  | Check/Quick notes |
| 1. Each student has a work station. |  |
| 2. Work stations are organized with some symbol the student can access to denote beginning and end. |  |
| 3. A picture or written cue or object is provided at the end of the visual system to denote what happens when the work is completed. |  |
| 4. Visual organization for each station is provided (bins, shelving, etc. ) |  |
| 5. An organizational system for task storage has been developed.  |  |

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| **III. Centers** |
|  | Check/Quick Notes |
| 1. A minimum of 5 centers should be available. Possibilities include Language Master, Listening Center, Writing Center, Fine Motor center, Sensory Area, Quiet/Leisure area (books, magazines, CD player, IPad), Art area, Computer, Language Arts, Math, Spelling, Leisure for older students with games, books, magazines, CD’s. |  |
| 2. Computer Areas/Centers are clearly labeled with visual supports as needed. Material storage should be labeled with words/pictures. |  |
| 3. Some evidence of materials or centers based on information about the student from IEP at a Glance.  |  |

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| **IV. Schedules**  |  |
|  | Check/Quick Notes |
| 1. A visual schedule of the general day is visible and can be accessed. |  |
| 2. Each student has an individual schedule appropriate to the student that can be accessed daily. |  |
| 3. A posted schedule for paraprofessionals. |  |
| 4. If Velcro pictures are used as schedules, an organized storage system is available. |  |

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| **V. Data**  |  |
|  | Check/Quick Notes |
| 1. A clipboard, notebook, or other organized system is available for data for each student. |  |
| 2. Data sheets are prepared and ready to use for each GOAL/objective on the IEP. |  |

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