

Rockingham County Public Schools
Functional Skills Assessment
Community-Based Vocational Training

Date of Report ____/____/____

Name _____
Birthday _____ Age _____
Years remaining in school _____
Street Address _____
City, state, zip _____
Phone _____
Parent(s) _____
Street Address _____
City, State, zip _____
Phone _____
Work Phone _____

Information gathered from:

- Observations/interactions in school
- Observations/interactons at home
- Observatons/interactions in community environments (please list) _____

- Interviews from parent(s)
- Interviews with significant others (please list) _____

- School files

Interviewer _____
Position _____

Functional Skills Usage

Reading

- Reads and responds to survival words in environment
- Reads simple directions to complete tasks for daily living (e.g. recipes, canned meals, washing machine/dryer)
- Reads books or magazine for pleasure
- Displays simple phonic skills and uses them to decode unfamiliar words
- Reads pictures to follow sequences of a task

Comments _____

Math

- Counts objects to 10, 25, 50, 100
- Identifies numerals 0-9
- Matches numerals 0-9
- Understands basic spatial concepts (in, on, under, next to, between, on top)
- Understands concepts enough and not enough
- Uses paper and pencil to add/subtract single and/or double digit numbers
- Uses calculator to add/subtract single and/or double digit numbers
- Can sequence single digit numbers; double digit numbers and triple digit numbers

Comments _____

Money

- Labels coins and bills
- Understands relative value of coins and bills
- Uses coin operated machines
- Rounds up to "next dollar" when paying for items or services
- Determines enough/not enough when making purchases
- Handles own money when purchasing
- Understands need to pay for items or services
- Understands the relative buying power of money
- Has money of his/her own to spend
- Receives money for doing tasks at home or at school
- Handles money responsibly

Comments _____

Time Telling

- Reports time on personal digital/standard watch
- Reports time on wall/table clock
- Understand concepts of before, during, and after
- Reads written times
- Schedules activities according to the times they occur (knows when favorite TV program is on, when to leave classroom for lunch)
- Follows written schedule of events
- Understands concepts of early and late
- Is responsible for scheduling self during school day; during time at home

Comments _____

Fine Motor

- Manipulates small objects with little difficulty (e.g. buttons, zippers, coins, bills, tears open packages, markers on board games)
- Has some difficulty manipulating small objects
- Is not able to manipulate small objects

Comments _____

Gross Motor / Mobility / Ambulation

- Walking is primary means of ambulation
- Wheelchair / walker is primary means of ambulation
- Moves objects / people in path
- Negotiates curbs, stairs, escalators, doors, uneven terrain
- Requires assistance with maneuvering wheelchair
- Requires assistance in transferring from wheelchair to floor, chair, car, table, etc.
- Requires assistance in transferring from wheelchair to floor, chair, car, table, etc.
- Crosses controlled intersections safely
- Crosses uncontrolled intersections and parking lots safely
- Displays good orientation skills in familiar and unfamiliar environments (i.e. does not easily get lost or disoriented)
- Rate of ambulation is comparable to others of same age

Comments _____

Communication – Receptive

- Follow 1-2 step verbal directions; 3-4 step verbal directions
- Displays normal lag time in responding to questions / requests
- Discriminates between types of questions being asked (e.g. who, what, where, when, why)

Comments _____

Communication – Expressive

- Verbal speech is preferred method of communicating wants
- Signing is preferred method of communicating wants
- Pictures / symbols is preferred method for communicating wants
- Initiates conversation with others; requests for help or information
- Verbal speech is easily understood by familiar and unfamiliar persons
- Signing is easily understood by those familiar with this method
- Uses speech, sign, or symbols to speak in single words; short 2-3 word sentences; complex sentences with 4 or more words
- Rate and volume of speech is comparable to others of same age
- Regularly responds to questions / requests from others

Comments _____

Learning Style

- Learns new skills through verbal directions
- Learns new skills through modeling
- Learns new skills through physical prompting
- Learns new skills by reading pictures or words
- Takes directions readily from both men and women
- Recognizes own mistakes and attempts to correct them

Comments _____

Problem Solving

- Identifies when problems exist
- Attempts to remedy problem without adult intervention
- Identifies who to ask for assistance (e.g. store clerk)
- Displays reasonable level of frustration when problems arise

Comments _____

Self-Care

- Basic self-care skills are performed by student independent of adult supervision and assistance (e.g. toileting, dressing, eating, bathing)
- Displays awareness of how personal hygiene and appearance may affect others
- Hygiene and personal appearance are comparable others of the same age
- Personal choices are made regarding clothing and hair style
- Displays reasonable interest in current fashions (e.g. dress, makeup, hair styles)

Comments _____

Initiative

- Initiates tasks responsibly (making bed at home, leaving classroom to catch bus, gathering belongings to take home at end of day, using restrooms)
- Initiates social interactions with others
- Requests assistance if needed

Comments _____

Vision

- Wears glasses / contact lenses
- Is visually impaired; blind
- Displays unusual sensitivity to certain lighting conditions
- Hand / eye coordination is comparable to others of the same age

Comments _____

Hearing

- Wears assistive device
- Is hearing impaired; deaf
- Displays unusual sensitivity to certain types of noises

Comments _____

Strength and Endurance

- Strength and / or endurance is comparable to others of the same age
- Medical concerns limit strength and endurance under normal

Memory

- Remembers events, tasks, people from recent past (e.g. within 1-2 weeks)
- Remembers events, tasks, people from distant past (e.g. months, weeks prior)
- Memory is comparable to others of the same age

Comments _____

Interactions with Others

- Interacts easily with familiar people
- Interacts appropriately with unfamiliar people
- Displays behaviors that are comparable to others of the same age
- Adjusts behaviors according to the demands of particular environments (e.g. speaks quietly in library)
- Displays behaviors that call attention to self and others

Comments _____

Coping / Adapting to Change

- Adapts to changes in routines easily
- Adapts to changes in people easily
- Adapts to changes in expectations easily
- Requires unusual amount of assistance in coping with changes

Comments _____

Writing

- Prints / writes letters, words, completes sentences without model
- Copies letters, words, completes sentences from model
- Size and legibility of printing / writing is adequate
- Has some spelling skills based on phonics skills

Comments _____

Interests / Likes / Dislikes (list)

1. _____
2. _____
3. _____
4. _____

Health and Medical

- A. Primary Diagnosis _____
- B. Secondary Diagnosis _____
- C. Medical Concerns _____

- D. Medications _____
- _____

- E. Primary Physician _____
- Street Address _____
- City, State, zip _____
- Phone number () - _____
- Fax number () - _____
- Email address _____

- F. Release signed by parent or guardian to speak to physician listed No _____ Yes _____
 - If yes, please indicate date when release was signed and by whom. _____
- _____

Special Concerns of Parents or significant others _____

Source: Wheeler, Jill. A Way to Work. Attainment Company, Inc. 1996