

Program Book Contents

This is the table of contents and the daily task guide.

1. In the **Task Column** all the tasks that the student is presented with are listed, if you prefer, you may list them by content area or simply list them.
2. The **date column** should be filled out with the dates of attendance.
3. Each day, the teacher should indicate which tasks from the task column are to be completed. The teacher should indicate whether the tasks are to be **taught (T) or assessed (A)**. If assessed, the person working with the student enters the data on the Task Page behind the Program Book Content Page.

Task Page

These pages are to the following information:

- 1. Student Name, Age, IEP Date**
- 2. State Standard (from the Kansas College and Career Readiness Document)**
- 3. Task Name and the Location of the Materials to complete the task**
- 4. Materials Needed**
- 5. Directions, this is to be explicit, task set-up, directions given to the student and specific prompts to be given.**
- 6. In the grid at the bottom of the page, the teacher is to indicate the trial or step, for example, if the task is broken down (task analyzed) into steps, then each step is written in and data is gathered on the individual steps. If the task is a single step task, then the data may be gathered on each single trial.**
- 7. The task data is indicated by prompt level:**
 - a. I- Independent, the student is able to complete the trial/step without additional prompting.
 - b. G-Gesture, the student is able to complete the trial/step with a gestural prompt
 - c. V- Verbal prompt, the student is able to complete the trial/step with a verbal prompt
 - d. PP- Partial Physical Prompt, the student is able to complete the trial/step with a physical assist either to start or complete the trial but not both.
 - e. P-Physical Prompt, the student is able to complete the trial/step with a physical prompt that continues thru the entire trial.
- 8. Plot daily prompting levels by skill to quickly see progress, or, to see steps that may need more teaching.**

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SAMPLE

Task	Date 4/8	Date 4/9	Date 4/10	Date 4/11	Date 4/12	Date	Date	Date	Date
Number to Qty	T	T	T	T	T				
Text to Picture	T	T	T	T	T				
Color Sort	A	A	A	A	A				
Lacing Card	T	T	T	A	A				
Place Setting	T	T	T	T	T				
Wash Hands	T	T	T	T	T				
News-2-You	T	T	T	T	A				
Self Directed Choice	A	A	A	A	A				

Key:
 T= Teach
 A+ Assess

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Task	Date	Date	Date	Date	Date	Date	Date	Date	Date

Key:
T= Teach
A+ Assess

