



Student's Name:

Date:

Team Members:

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## Discovering Me and My Family

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### 1. Routines

#### Sample Prompts

“When your child is at home, what are some of the typical routines you have: (a) in the morning to get him to school, (b) when he comes home after school, (c) at bedtime and (d) on the weekends?”

“How would you describe your child’s typical day from the time he gets up to the time he goes to bed?”

#### Clarifying Questions

- How is your child engaging in activities such as: waking up, getting dressed, eating meals, getting on and off the bus, etc.? If he/she is not independent in these activities, what types of prompts and supports are needed?
- What are your child’s preferred activities at home? Why do you think he/she likes these activities? What are your child’s least favorite activities to do at home? Why do you think he/she dislikes these activities?
- At home, with whom does your child spend the most time? Why do you think this is true?

#### NOTES

(Capture answers here)

### 2. In-Home Supports

#### Sample Prompts

“Besides you, who are the other important people in your child’s life? Describe how these people support your child.”

“Can you share with us the ways various family members (including extended family) and friends provide support to your child?”

#### Clarifying Questions

- How do you foresee family members and/or friends helping your child become a part of the community? How do you foresee them helping your child gain work readiness skills?
- What types of supports from family and friends have you tried to access for your child? For example, have you ever asked a grandparent to teach your child to clean his/her room or plant a garden? If so, have your efforts to engage others been successful? If not, can you identify the barriers to asking for help from others?

- Are paid staff working with your child outside of the school environment? Have the relationships been successful? Why or why not?

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## NOTES

(Capture answers here)

### 3. Family Responsibilities

#### Sample Prompts

“We respect that being a parent of a child with a disability is time consuming. We also recognize you have many more responsibilities in your life that demand your attention. Please describe some of your responsibilities outside of those with this child.”

“Now we would like to hear about some of the responsibilities in your family’s daily lives (outside of those with this child).”

#### Clarifying Questions

- Who lives in the home? Where does each of the adults work? What are each person’s work hours?
- Which community, civic or professional organizations are you involved in within your work or community?

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## NOTES

(Capture answers here)

### 4. Physical and Health Related Issues

#### Sample Prompts

“For many families, health issues are of a significant concern. Does your child have any health concerns that our team needs to understand?”

“Are there any health issues for your child or members of your family that are of concern?”

#### Clarifying Questions

- Does your child currently have any significant mental or physical illness? Has he/she had any significant mental or physical illness, surgeries, hospitalization, or health diagnoses in the past?
- Is your child comfortable lifting 50 pounds? Does your child like to be active or does he/she prefer more sedentary activities? Does your child have the physical stamina to work an 8-hour day? If not, how many hours?
- How do you think we can help build your child’s mental and physical readiness for a work environment?

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## NOTES

(Capture answers here)

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### 5. Chores or Responsibilities within the Home

#### Sample Prompts

“Home is often one of the first places we learn about working and having responsibilities. Tell us some of the things your child does around the home to help him/herself or others. This could be as simple as making his bed or as complex as fixing meals for the entire family.”

“It is important to realize that many of the chores or responsibilities a person has to perform at home can help develop work behaviors and skills used in real jobs. Will you share some of the ways your child contributes to the functioning of his family?”

#### Clarifying Questions

- Are the jobs performed at home completed with or without prompts? If with prompts, what types of prompts (oral, written, tactile) are needed and how often?
- When is your child most successful participating in chores? Why do you believe this is true? Who is most successful in getting your child to do chores? Why?
- If the child is not doing chores, please share why this is so. What attempts have been made to involve him/her in chores and responsibilities in the past? Were these attempts successful? Why or why not?
- Are there any chores or responsibilities this student has expressed an interest in completing within the home?

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## NOTES

(Capture answers here)

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### 6. Hobbies and Interests

#### Sample Prompts

“When your child is not at school or helping in the home or community, what does he/she do for pleasure or as a hobby?”

“Can you describe what your child does in his/her spare time?”

#### Clarifying Questions

- Do you view any of these hobbies or interests as possible ways your child can be involved in his/her school and larger community? Do you view any of these hobbies or interests as connections to jobs or employment?
- When given free time, what does your child prefer to do? Why do you think this is a preference? What specifically does your child like about this activity? An example would be

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a child who likes watching food network because he/she enjoys cooking. Or a child who participates in bowling, not because he/she likes bowling, but because he/she likes the food at the bowling alley and people.

- What types of websites, YouTube videos, books, TV shows, and activities does your child gravitate toward?

## NOTES

(Capture answers here)

## 7. Events or Traditions Important to the Family

### Sample Prompts

“Can you describe how your child participates in family events or traditions?”

### Clarifying Questions

- How is your child engaging in family events and celebrations such as holidays, birthdays, etc.?
- What are your child’s preferred activities during family events? Why do you think he/she likes these activities? What are your child’s least favorite activities related to family events? Why do you think he/she dislikes them?
- When celebrating with family and friends, with whom does your child spend the most time? Why do you think this is true?

## NOTES

(Capture answers here)

## Discovering My School Experiences

## 8. Routines

### Sample Prompts

“When this student is at school, what are some of the typical routines he/she has: (a) in the morning when first arriving at school, (b) following a class schedule, (c) during the lunch period and (d) after school?”

“How would you describe this student’s typical day at school?”

### Clarifying Questions

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- How is this student engaging in activities such as: participating in groups, taking notes, participating in class discussions, doing written work, eating lunch, taking care of personal items, etc.? If he/she is not independent in these activities, what prompts or supports are needed?
- Within the school, with whom does the student prefer to work? Why do you think this is true?
- What opportunities does this student have to participate in routines with peers without disabilities? If there are limited opportunities for typical peer relationships, why is this true?

## NOTES

(Capture answers here)

## 9. Past School Experiences

### Sample Prompts

“We know about some of your child’s educational experiences since he/she has been in our school. Would you share some of his/her past school experiences?”

“Can you share with us some information about where and how your child received his/her educational services before coming to our school?”

### Clarifying Question

- Beginning in preschool, which schools and in which districts and states did the student attend?

## NOTES

(Capture answers here)

## 10. School Success

### Sample Prompts

“Describe some of the most successful times your child has had in school. What do you think contributed to that success?”

“We would like to hear about some of the times that your child was the most interested in school and what made him/her most interested.”

### Clarifying Questions

- Think back to the time you loved school the most or to the teacher you enjoyed the most. What made this the best year in school or the teacher you enjoyed the most? (Ask this same question from the parent’s perspective as well.)

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- Which classes have you enjoyed the most? Why? Ask this from the parent’s perspective as well.
- Which type of teacher does this student appear to work with best? Why?
- What accommodations do you think have been most important to this student’s success in school?

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## NOTES

(Capture answers here)

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## 11. School Challenges

### Sample Prompts

“Tell us about some of the times your child was unhappy or not interested in school and what made him/her lack interest.”

“Describe some of the least successful times your child had in school. What do you think contributed to these challenges?”

### Clarifying Questions

- Think back to the time you were most unhappy at school or to the teacher you found most challenging. What made this year difficult in school or the teacher you enjoyed the least? Ask this same question from the parent’s perspective as well.
- Which classes have you find most challenging or difficult? Why? Ask this from the parent’s perspective as well.
- With which type of teacher does he/she appear to have the most difficulties or challenges? Why?
- Which classroom characteristics are most challenging or difficult for this student?

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## NOTES

(Capture answers here)

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## 12. Career & Technical Education (CTE) Class Experience

### Sample Prompts

“Career and technical education classes might be able to assist students in developing vital career skills. Has your child been able to access any of the school’s career and technical education or job classes? If yes, how did he/she perform in this class? If no, in which classes has he or family members expressed an interest?”

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“Which career and technical education classes has your child taken or do you want him/her to take?”

### Clarifying Questions

- Has this student had the opportunity to participate in classes such as Agriculture, Exploratory, Fine Arts, Business, Keyboarding, Work and Family Studies, Technology, etc.? If so, which did he/she enjoy and why? Which did he/she not enjoy and why?
- Has this student completed any vocational sequence? (Often only achieved through high schools)
- Has this student earned any vocational certifications? (Often only achieved through high schools)

### NOTES

(Capture answers here)

## 13. Chores or Responsibilities Performed in the School

### Sample Prompts

“In addition to home, school is one of the first environments where students can learn early work skills. Describe any work experiences or classroom jobs this student has completed. Examples of this could include handing out papers, collecting and organizing materials, reading announcements, and mail.”

“Describe any jobs this child has had in the school environment or through school programs.”

### Clarifying Questions

- Are the jobs performed within the school completed with or without prompts? If with prompts, what types of prompts (oral, written, tactile) are needed and how often?
- When is this student most successful participating in chores within the school? Why do you believe this is true? Who is most successful in getting the student to do chores? Why?
- If this student is not doing any chores at school, please share why this is so. What attempts have been made to involve him/her in chores and responsibilities in the past? Were these attempts successful? Why or why not?
- Are there any chores or responsibilities this student has expressed an interest in completing within the school environment?

### NOTES

(Capture answers here)

## Discovering My Community Experiences & Friends

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## 14. Friends and Social Groups

### Sample Prompts

“Friendships are a particularly vital part of most of our lives. Our friends become our support system and contribute greatly to how satisfied we are in our lives. How is your child developing friendships outside of school?”

“How would you describe your child’s friendships with others?”

### Clarifying Questions

- Who does this child describe as his/her friends in school and in the community?
- What activities does this child engage in with friends?
- Does this child prefer to engage with same age, younger, or older peers?
- What have been ways parents and teachers have helped to facilitate peer relationships in the past? Have these attempts been successful? Why or why not?

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### NOTES

(Capture answers here)

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## 15. Community/Recreational Experiences

### Sample Prompts

“Being involved in our communities is an extremely important part of adult life. Share with us any recreational or other community experiences (for example, church) your child has experienced. Were these experiences positive or negative?”

“Just as important as learning is how we work and play in our communities. How has your child been a part of his community?”

### Clarifying Questions

- If your child has not been involved in community or recreational experiences, please describe why this has not occurred. Include any possible barriers to participation.
- In the past, has your child been on any sports teams, or members of clubs such as Scouts, 4-H? How were these past experiences?
- Are there any disability groups/activities (i.e.-Special Olympics, Capernaum) or non-disability minded groups/ activities that this child is interested joining?

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### NOTES

(Capture answers here)

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## 16. Chores or Responsibilities Performed in the Community

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## Sample Prompts

“The different ways a person volunteers or performs chores within his/her community can help develop work behaviors and skills used in real jobs. Will you share some of the ways your child contributes in his neighborhood, extended family, or community?”

“Tell us about some of the things that your child does in his/her community to help others. This could be through your church, civic organizations, or simply for friends.”

## Clarifying Questions

- Are the jobs performed within the community completed with or without prompts? If with prompts, what types of prompts (oral, written, tactile) are needed and how often?
- When is this student most successful participating in chores within the community? Why do you believe this is true? Who is most successful in getting the student to do chores? Why?
- If this student is not doing any chores within the community, please share why this is so. What attempts have been made to involve him/her in chores and responsibilities in the past? Were these attempts successful? Why or why not?
- Are there any chores or responsibilities this student has expressed an interest in completing within the community?
- Has this child ever volunteered for a non-profit or worked for money (mowing, babysitting, etc.)?

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## NOTES

(Capture answers here)

## 17. Areas of Work Interest

### Sample Prompts

“Share any observations you’ve had regarding areas of work that have been of interest to your child or in which he/she has expressed some interests.”

“Knowing that we all want jobs that utilize our strengths and not our weakness, what are some of your child’s areas of interests?”

### Clarifying Questions

- Are there any jobs that you do not want to be considered for this child? Why?
- What types of jobs do you think would be a bad fit or not successful for this child? Why?
- What would you consider this child’s “dream job”? Why?

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## NOTES

(Capture answers here)

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## Additional Conditions for My Employment

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### 18. Hours of Employment

#### Sample Prompts

“Do you see your child working part-time or full-time? Help us to understand your reasons for this preference.”

“There can be benefits to working part-time as well as benefits to working full-

Clarifying Question

time. What do you foresee for your child’s future? Why?”

- If your choice is part-time, is this decision related to possible loss of social security benefits?

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#### NOTES

(Capture answers here)

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### 19. Circadian Rhythm

#### Sample Prompts

“It is natural, based on one’s internal clock and circadian rhythms, to prefer waking up early or sleeping late. A strong preference in this area can ultimately impact a person’s preference regarding the time of day they work. Does your child have a strong preference for

Clarifying Question

- Is this a preference or a need?

working in the morning, afternoon, or night?”

“Which would be best for your child’s biological clock-working in the morning, afternoon, night, or no preference?”

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#### NOTES

(Capture answers here)

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### 20. Work Limitations

#### Sample Prompts

“Some people experience limitations that affect employment. These may include physical, social, interpersonal,

and educational limitations. What are limitations which may impact employment for this student? Why?”

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“Are there any limitations (other than attending school) that could impact your child’s involvement in work experiences now or in the future? Why?”

### Clarifying Question

- For any identified possible limitation, can you identify a possible accommodation for that limitation?

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## NOTES

(Capture answers here)

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## 21. Work Environment

### Sample Prompts

“What would be best for your child... working inside or outside? Please describe why you believe this to be true.”

“Some people experience physical or sensory issues which may influence their working environment. Are there any issues your child experiences which will impact him if he/she works inside or outside? Please describe why you believe this to be true.”

## Clarifying Question

- For any identified possible physical or sensory issues identified as factors in an environment, can you identify a possible accommodation for that issue?

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## NOTES

(Capture answers here)

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## 22. Transportation/Work Distance

### Sample Prompts

“Transportation can be one of the greatest barriers to employment for many people with and without disabilities. How far of a commute to employment do you think your child will be able to manage? How do you foresee your child getting to and from work?”

“How many miles from home to you think your child will be able to travel for a job? How do you foresee your child getting to and from work?”

### Clarifying Question

- What type of training or supports will this child need to navigate to and from employment?

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#### NOTES

(Capture answers here)

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### Miscellaneous/Additional Information

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- 23. Use the area below to capture information throughout the meeting that may not fit into a certain answer category.**

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#### NOTES

(Capture answers here)