

Task Analysis for Arrival Routine

(for students with visual impairments and multiple disabilities)

Student Name:

Assessment Conducted by:

Date:

Standard Routine:	Individual Steps: (what the student does)	Assessment: (Place checkmark next to task items that student accomplishes, with or without assistance)	Accommodations / Assistance: (Describe level of prompting needed or used to assist student; i.e. verbal, physical, gestural prompt, or “does not perform task”)
<i>1. Open Door</i>	a. Reach hand out b. Locate door (touch, or N/A if visually locates) c. Grasp handle d. Turn Handle e. Push door open	a. b. c. d. e.	
<i>2. Enter classroom and locate locker</i>	f. Enter classroom and pause/stall at locker area g. Turn/reach for lockers h. Touch lockers to locate cue (or, for visual learner, look at cues/name-tags) i. Locate personal cue	f. g. h. i.	
<i>3. Open Locker Door</i>	j. Find handle of personal locker door k. Grasp and open door	j. k.	
<i>4. Remove Bookbag</i>	l. Use hands to grasp straps of bag m. Lift/pull off shoulders/wheelchair etc.	l. m.	
<i>5. Place bookbag in locker</i>	n. Hold bookbag toward open locker o. Reach inside of locker with bookbag p. Locate hook with hand or bookbag (place bookbag on hook)	n. o. p.	

Standard Routine:	Individual Steps:	Assessment:	Accommodations / Assistance:
<i>6. Remove coat / sweater / sweatshirt (if applicable)</i>	q. Unzip/unbutton coat (describe grasp used, size of buttons or zipper etc.)	q.	
	r. Pull coat off shoulders (or sweater over head) (describe if necessary; i.e. pulls at sleeves, pulls at lapel etc.)	r.	
<i>7. Place coat in locker</i>	s. Hold coat toward open locker t. Reach inside of locker with coat u. Locate hook with hand or coat (place coat on hook)	s. t. u.	
<i>8. Close locker door</i>	v. Locate outer part of locker door with open hand w. Push locker door shut with palm or fingers (indicate)	v. w.	
<i>9. Go to seat/table</i>	x. Turn away from locker area and move toward table y. Locate table with hand or eyes	x. y.	
<i>10. Sit down, prepared for class /breakfast/morning meeting to begin</i>	z. Locate chair – touch chair with hand / locate with eyes 1) Pull chair away from table 2) move around to front of chair to sit (holding onto back of chair if necessary) 3) sit down 4) Pull or scoot chair closer to table	z. 1) 2) 3) 4)	