

Task Analysis for Attendance Book Routine

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”)
1. Leave the classroom to collect the attendance book	a. Attend visually to teacher presenting cue b. Take cue in hand c. Stand d. Walk to door e. Locate handle of door f. Turn handle of door g. Open door h. Walk out of classroom while holding cue		
2. Walk down hall toward front desk	a. Turn left out of classroom b. Walk towards desk while holding cue c. Continue holding cue down entire hallway		
3. Locate basket with attendance books	a. Locate front desk b. Walk around front desk c. Stop before basket d. Visually locate basket		

4. Pick up correct attendance book	<ul style="list-style-type: none"> a. (modified) after teacher picks correct attendance book take book from teacher b. Continue holding onto book 		
5. Walk back towards classroom	<ul style="list-style-type: none"> a. Continue to hold book and turn towards classroom b. Walk down hall while holding both book and cue c. Walk until student reaches classroom d. Stop in front of classroom door 		
6. Enter classroom	<ul style="list-style-type: none"> a. Locate door b. Locate handle c. Turn handle d. Open door e. Walk into classroom while holding book 		
7. Place attendance book on table	<ul style="list-style-type: none"> a. Locate table b. Approach table while holding book c. Place book on table 		
8. Take completed attendance book back to desk	<ul style="list-style-type: none"> a. See steps below 		
9. Leave the classroom	<ul style="list-style-type: none"> i. Take attendance 		

to return the attendance book	<ul style="list-style-type: none"> j. Stand k. Walk to door l. Locate handle of door m. Turn handle of door n. Open door o. Walk out of classroom while holding book 		
10. Walk down hall toward front desk	<ul style="list-style-type: none"> d. Turn left out of classroom e. Walk towards desk while holding book f. Continue holding book down entire hallway 		
11. Locate basket with attendance books	<ul style="list-style-type: none"> e. Locate front desk f. Walk around front desk g. Stop before basket h. Visually locate basket 		
12. Return attendance book	<ul style="list-style-type: none"> c. Reach out towards basket with book d. Drop book in basket 		
13. Walk back towards classroom	<ul style="list-style-type: none"> e. Take cue from teacher f. Walk back down hall towards classroom 		

	<ul style="list-style-type: none"> g. Stop at door p. Walk to door q. Locate handle of door r. Turn handle of door s. Open door h. Enter classroom i. Approach finished box on wall j. Reach out with cue k. Place cue in “finished” box 		
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Created by Allie Smith, 2013