



Student's Name: _____

Team Members: _____

1. Routines

“What are some of the typical routines you have: (a) in the morning to get ready for school, (b) after school, (c) in the residential area, (d) on the weekends?”

“How would you describe your typical day from the time you wake up until the time you go to bed?”

- What level of prompting does the student typically require when waking up, getting dressed, eating meals, going to school?
- What are some of your favorite activities or subjects? Why do you like these activities? What are your least favorite activities or subjects? Why do you dislike these activities?

Notes

2. Residential Supports

Sample Prompts

Are there staff that you spend a lot of time with? How do they support you?

Clarifying Questions

- What supports do you foresee staff providing to the youth to help them become a part of the community? How do you foresee them supporting youth in developing work readiness skills?
- Are there other staff outside of the correctional facility who are providing support to the youth in the residential setting? Have the relationships been successful? Why or why not?

Notes

3. Physical and Health Related Issues

Sample Prompts

Are there any health concerns that our team needs to understand?

Clarifying Questions

- Does the student 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 the student comfortable lifting 50 pounds? Do they prefer to be active or does he/she prefer more sedentary activities? Do they have the physical stamina to work an 8-hour day? If not, how many hours?
- How do you think we can help build the student's mental and physical readiness for a work environment?

Notes

4. Chores or Responsibilities within the Residence

Sample Prompts

It is important to explore chores or responsibilities performed in the residence as they can help develop work behaviors and skills for paid employment. Do you have chores or responsibilities to complete within the residential setting? If so, please describe tasks that you assist with in the residence.

Clarifying Questions

- Are the jobs performed completed with or without prompts? If with prompts, what types of prompts (oral, written, tactile) are needed and how often?
- When is the student most successful participating in chores? Why do you believe this is true? Who is most successful in getting the student to complete chores? Why?
- If the student 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 the student has expressed an interest in completing within the residential setting?

Notes

5. Hobbies and Interests

Sample Prompts

“When you have free time, what do you do for pleasure or as a hobby?”

Clarifying Questions

- Do you view any of these hobbies or interests as possible ways the student 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?
- What types of websites, YouTube videos, books, TV shows, and activities does the student gravitate toward?
- When given free time, what does the student prefer to do? Why do you think this is a preference? What specifically does the student like about this activity? An example would be 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.

Notes

6. Events or Traditions Important to the Student

Sample Prompts

“Can you describe traditional events you have participated in within the past or would like to participate in for the future?”

Clarifying Questions

- What traditional or community events and celebrations does the student most enjoy engaging in? (such as birthdays, holidays, etc.)
- What are the student’s preferred activities during events? Why do you think he/she likes these activities? What are your student’s least favorite activities related to community events? Why do you think he/she dislikes them?

Notes

7. 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 your typical day at school?”

Clarifying Questions

- 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

8. Past School Experiences

Sample Prompts

“Can you share what schools you have attended in the past?”

Notes

9. School Success

Sample Prompts

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

“We would like to hear about some of the times that the student 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 have enjoyed the most? Ask the same question from the educator or staff’s perspective as well.
- Which type of teacher does this student appear to work with best? Why?
- Which classes have you enjoyed the most? Why? Ask this from the educator/staff perspective as well.
- What accommodations do you think have been most important to this student’s success in school?

Notes

10. School Challenges

Sample Prompts

- “Tell us about a time when you were unhappy or no interested in school and what caused to lack interest in school.”
- “Describe any challenging times the student has 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 teacher/staff perspective as well.
- Which classroom characteristics are most challenging or difficult for this student?
- Which classes have you find most challenging or difficult? Why?
Ask this from the teacher/staff perspective as well.
- With which type of teacher does he/she appear to have the most difficulties or challenges?

Notes

11. 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 this student 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/she expressed an interest?”

“Which career and technical education classes have you taken or would you like to try? If you have completed any classes, which classes did you like/dislike? Why did you like/dislike the classes that you completed?”

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

12. Chores or Responsibilities Performed in the School

Sample Prompts

“Describe any jobs this student 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?
- Are there any chores or responsibilities this student has expressed an interest in completing within the school environment?
- 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?

Notes

13. 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 would you describe your friendships/relationships with others.”

Clarifying Questions

- What activities does this student engage in with friends?
- Does this student prefer to engage with the same age, younger, or older peers?

Notes

14. 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) you have experienced. Were these experiences positive or negative?”

“Just as important as learning is how we work and play in our communities. How have you engaged with your community in the past?”

Clarifying Questions

- In the past, have you been on any sports team, or a member of clubs? How were these past experiences?

Notes

15. Chores or Responsibilities Performed in the Community

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 you have helped others in your neighborhood, extended family, or community?”

“Tell us about some of the things you have done in your community to help others. This could be through your church, civic organizations, or simply for friends.”

Clarifying Questions

- Are there any chores or responsibilities this student has expressed an interest in completing within the community?
- Have you ever volunteered for a non-profit or worked for money (mowing, babysitting, etc.)?

Notes

16. Areas of Work Interest

Sample Prompts

“Share any observations you’ve had regarding areas of work that have been of interest to this student or in which he/she has expressed interest?”

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

Clarifying Questions

- Are there any jobs that you would not want to consider? Why?
- What types of jobs do you think would be a bad fit? Why?
- What would you consider your “dream job”? Why?

Notes

17. Hours of Employment

Sample Prompts

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

Notes

18. 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 the day they work. Does the student have a strong preference for working in the morning or afternoon?”

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

Clarifying Questions

- Is this a preference or a need?

Notes

19. 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?”

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

Clarifying Questions

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

Notes

20. Work Environment

Sample Prompts

“What would be best for you; 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 this student experiences which will impact him if he/she works inside or outside? Please describe why you believe this to be true.”

Clarifying Questions

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

Notes

21. 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 you can manage? How will you get to and from work?”

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

Clarifying Questions

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

Notes

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

Notes