

Please Return to: _____

By: _____

Basic Learning Processes Parent/Teacher Checklist
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Student: _____

Date: _____

Completed by: _____

Relationship to student: _____

Please complete all four pages and leave no items blank. If you have not observed an item, please mark "Not Observed."

Acquisition of Information	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Acquires information by hearing					
Acquires information by seeing					
Acquires information by hands-on strategies					
Acquires information through a multi-sensory approach (hears, sees, manipulates)					
Links new information to previously learned information					
Finds key facts or ideas when studying					
Attention	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Listens attentively to instructions					
Listens attentively to topics of interest					
Shifts focus of attention as needed					
Concentrates on routine tasks for extended time periods					
Concentrates on challenging tasks for extended time periods (excluding video games)					
Divides attention between multiple tasks					
Can follow multiple (two to three) step verbal directions					
Long Term Retrieval	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Accesses prior knowledge to support new learning					
Recalls previously learned procedures and sequences					
Verbal communication is free of fillers (e.g., umm, like, aahhh) and interruption of thoughts (extended pauses)					
Recognizes or recalls information over time (e.g., facts, concepts, sight words)					
Maintains rote memory skills (e.g., math facts, sight words)					

Planning and Sequencing	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Prioritizes tasks					
Identifies beginning, middle and final steps to a given task					
Brings needed materials to activities/classes					
Uses planning skills or a planning aid					
Obtains necessary information before beginning a writing project					
Writes/creates a logic story					
Turns in assignments on time					
Manages time appropriately					
Visual Processing	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Notices similarities in pictures, letters, numbers, words and objects					
Notices differences in pictures, letters, numbers, words and objects					
Follows directions presented visually (e.g., demonstrations)					
Distinguishes left from right in visual materials					
Recognizes the same word when repeated in a sentence or paragraph					
Interprets charts and graphs					
Identifies letters and words without reversals (e.g., b as d)					
Auditory Processing	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Immediately recalls information presented verbally					
Remembers previously information presented verbally					
Is able to accurately repeat spoken directions					
Comprehends verbal information without visuals					
Understands verbal information without repetition					
Discriminates auditorally between words and sounds					

~~ Please complete both sides of this form. ~~ Page 2

Processing Speed	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Counts and calculates automatically					
Responds in a typical amount of time					
Recalls information fluently					
Completes tasks efficiently					
Completes tasks within routine timelines					
Learns new tasks as quickly as peers					
Fluently performs tasks that requires mental manipulation (e.g., math computation)					
Demonstrates oral fluency					
Demonstrates reading fluency					
Demonstrates writing fluency					
Expression (verbal and nonverbal)	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Communicates information verbally					
Communicates information through gestures					
Communicates information through writing					
Communicates using age appropriate grammar, sentences, and vocabulary					
Asks questions or gives answers related to context/content					
Transfer of Information	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Applies previously learned information to new situations					
Infers information					
Interprets information					
Summarizes information					
Writes sentences of varying length and complexity					
Analyzes and solves problems of varying complexity					
Finds more than one way to answer a questions					
Differentiates details from key concepts					

~~ Please complete both sides of this form. ~~ Page 3

Working Memory/Short Term Memory	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Follows two or three step directions					
Recalls sequential steps to tasks (e.g. mathematical procedures)					
Remembers facts, names, labels, etc.					
Immediately recalls visual information					
Immediately recalls auditory information					
Holds information in short term memory while performing an operation (e.g. note taking)					
Uses rote memory skills fluently (e.g. math facts; sight words)					
Organization	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Aligns words spatially					
Easily locates necessary materials					
Categorizes and puts information together					
Tells a story in the correct order					
Makes notes or an outline before writing					
Edits/changes papers before turning them in					
Motor Control for Written Tasks	Almost Always (100-75%)	Often (74-50%)	Seldom (49-25%)	Rarely (24-0%)	Not Observed
Has good hand-eye coordination (e.g. can use a scissors)					
Prints/writes letters legibly					
Spaces letters, words, sentences, or numbers appropriately					
Colors/paints within the lines of a drawing or a sketch					
Easily copies from a book or the board					
Produces neat work					