Basic Life Skills Checklist

This list was designed with the special needs child in mind. However, it may also be used as a guide for any child if used age appropriately.

Reading
___ Recognizes all letters of the alphabet.
___ Knows the difference between vowels and consonants.
___ Can read two and three letter words.
___ Can read three and four letter words.
___ Understands the context while reading orally.
___ Understands the context while reading silently.
___ Understands the context while listening to others read orally.
___ Recognizes and uses task-related words, abbreviations, acronyms, and codes.
___ Can identify factual information.
___ Follows procedural directions to complete a task.
___ Can determine the main idea in reading and other related tasks.
___ Uses table of context and index to locate information.
___ Skims or scans text to determine the relevant information.
___ Can sort and arrange documents or objects.
___ Can distinguish between relevant and irrelevant information while reading.
___ Can follow sequenced information given in an illustration.
___ Can identify and apply parts from an illustration.
___ Can identify and apply parts form a key or legend.
___ Can use a template for a guide.
___ Can make inferences and draw conclusions.
___ Can interpret codes and symbols.

Writing
___ Knows how to look word up in the dictionary to find the correct spelling.
___ Knows how to use spell check programs on the computer.
___ Knows how to use the keyboard to write letters and papers.
___ Can write a basic sentence.
___ Can write a basic paragraph.
___ Can write name, address and telephone number.

Mathematics
___ Can count and write numerals 0 to 10.
___ Can count and write numerals up to 100.
___ Can write numbers in written word form.
___ Can read, write, and count single and multiple whole digits.
___ Can add, subtract, multiply, and divide single and multiple digit numbers.
___ Uses addition, subtraction, multiplication, and division to solve problems.
___ Can round off single and multiple digits.
___ Knows how to average a group of numbers.
___ Understands fractions and can use them in real life situations.
___Understands percents and can use them in real life situations.
___Understands decimals and can use them in real life situations.
___Understands weight and measurements and can use them in real life situations.
___Can use and read charts, tables, and graphs.
___Can find the relevant information on charts, tables, and graphs.
___Can distinguish between relevant and irrelevant information on charts, tables, and graphs.
___Can make a simple chart, table and graph.

**Personal Safety**
___Uses common safety knowledge.
___Knows procedures for emergency situations.
___Selects appropriate course of action in an emergency.
___Has memorized the emergency number 911.
___Knows how to dial 911.
___Can recite name, address, and telephone number.
___Knows who is a stranger and who is not.
___Knows not to talk to strangers.
___Knows what is good touches and what is bad touches.
___Can safely cross the street by self.
___Knows how and can catch a bus to a predetermined destination.
___Locks the door upon entering and leaving a vehicle
___Locks the door upon entering and leaving the house or apartment (living quarters).
___Has a fire extinguisher in the kitchen and knows how to properly use it.
___Has a fire evacuation plan.
___Has an evacuation plan in case of other emergencies.

**Communication**
___Understands verbal directions.
___Can follow verbal directions.
___Can understand and follow verbal directions; however, needs the information given out in smaller steps in order to achieve the task.
___Can demonstrate or vocalize needs and wants (speak, write, sign or use a communicator).
___Speaks clearly.
___Can confidently use the telephone or other telecommunications device.
___Speaks or communicates politely.
___Speaks or communicates at a rate easily understood by others.
___Speaks or communicates at an appropriate volume.
___Does and will listen to advise, and will accept assistance.
___Listens to learn and for understanding.
___Can screen irrelevant information and distractions.
___Verifies understanding by restating or repeating the message.
___Verifies comprehension by asking questions.
___Knows how and can use the telephone appropriately in various situations.

**Problem Solving**
____Classifies and matches objects by color, size and/or significant markings.
____Will ask for help when needed to problem solve as a team.
____Will offer help to others.
____Can summarize information.
____Uses various sources of information.
____Recognizes cause and effect relationship.
____Can predict outcome.
____Can draw a conclusion.
____Can identify alternative strategies.
____Can make decisions.
____Can and will choose an alternative if needed.
____Identifies resources and tools need for a task.

**Personal Care**
____Can dress self.
____Dresses appropriately for the weather.
____Knows how to brush teeth and performs the task on a regular basis.
____Knows how to care for hair and does so.
____Can and does bath self regularly.
____Knows what medicines are taken and when.
____Has consistently demonstrated in a responsible manner the ability to take all medications in the correct dosage amounts and at the correct time.

**Employment**
____Knows and has mastered all communication skills.
____Knows the proper behavior for a job interview and has practiced.
____Knows how to fill out a job application and had filled out one or more samples.
____Has a written list of references including the names, telephone numbers, and addresses.
____Will ask questions when he/she doesn’t understand.
____Understands his/her job duties and responsibilities.

**Home Management**
____Knows how to safely cook with the stove, in the microwave, and a toaster oven.
____Knows how to safely use basic appliances.
____Knows how to make bed and clean bedroom.
____Knows how to clean various parts of the home and what cleaners may be used.
____Can handle cleaners in a safe manner.
____Understands the importance of safely handling and storing all cleaners.
____Uses safety when handling and storing cleaners.
____Has learned and used basic organization strategies.

**Money Management**
____Has a savings account, and understands the value of saving.
____Has a checking account.
____Knows how to write checks.
___Understands how to balance checkbook.
___Understands that the balance on the statement, balance given by the teller, or balance listed at an ATM machine is more than likely not accurate.
___Understands that in order to know how much money you have in a checking account you must keep all deposits, and withdrawals accurately in the check register.
___Keeps the check register accurate in order to know the balance of the check book.

Child Care
___Has taken a class or studied how to take care of children.
___Has taken care of various ages of children while indirectly being supervised.
___Has taken care of children for short period of time unsupervised.
___Has taken care of children for several hours or more unsupervised.
   Knows how to change diapers.
___Knows how to heat bottles appropriately and does not use the microwave to heat a bottle.
___Knows how to prepare food and feed various aged children.
___Is trained in CPR and First Aid.
___Knows what is safe activities for various ages.

Community Living Skills
___Can navigate his or her self through town.
___Knows what services are available if assistance is needed.
___Has a doctor and a dentist that is close to home.
___Has a telephone in home.
___Is a member of a church close to home.

Although there are many skills that can be listed in several categories, each skill is listed only in one category. If the skill is mastered, it is considered to be mastered in all applicable areas.

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