



TOOL // OT Supply Day Checklist

What is it used for?

A checklist (with areas for anecdotal notes) for the OT to quickly record students who had challenges during the day or students that stood out in a positive way. It also provides areas for the OT to write other important information from the day for the teacher. It allows the teacher to see how the students did and what important things happened while they were away.

How do you use it?

Note the students' names and check the happy face or needs improvement (NI) beside their name as well as beside the skill or expectation they demonstrated well or had challenges with during the day. The OT can also use the comment spot beside that student name to write anecdotal notes about the situation or other things they noticed that were important. At the bottom, there is also a spot for more anecdotal notes about how the day went, day plan info, games the students enjoyed, etc. OTs can make a copy to use as part of their portfolio to demonstrate their skills in assessment for learning.

Date:

OT Name:

Contact info:

Expectation	Student Name		Other/Comments
Completed Tasks		☺ NI	
Followed directions		☺ NI	
Stayed on task		☺ NI	
Showed respect		☺ NI	
Appropriate conflict resolution		☺ NI	
Positive participation		☺ NI	
Responsible		☺ NI	
Managed own behavior		☺ NI	
Listened well		☺ NI	
Helped out		☺ NI	

Any other important notes from the day (what worked/what didn't/day plan hits or misses/things you did that the kids really enjoyed!):
