Student At-a-Glance

One page for the adults who teach this student and will not read the full IEP.

STUDENT	GRADE / ROOM	UPDATED

THREE STRENGTHS

HOW THEY TELL YOU THINGS (COMMUNICATION)

HOW TO TALK TO THEM

WHAT HELPS

EARLY SIGNS OF A HARD MOMENT

WHAT HELPS IN THAT MOMENT

INDEPENDENCE TARGETS (SKILLS TO LET THEM DO ALONE)

HEALTH AND SAFETY FLAGS

How to Use This Sheet

Keep this page. Photocopy page 1 for each student.

WHAT TO LEAVE OFF

This sheet is not part of the IEP and it travels. It gets photocopied, tucked into a sub folder, carried to the gym and left on a clipboard. Treat every line as something a person outside the IEP team might read.

The diagnosis	Not needed to teach the student, and it invites assumptions about what they can do
The eligibility category	The label most likely to follow a child around a building
Evaluation scores, IQ, standard scores	Nobody receiving this sheet can act on them, and they are the most sensitive numbers in the file
Medication and medical history	Health and safety flags belong on it; a medication list does not
Anything about the family	Household circumstances are never a teaching instruction
Behavior described as character	"Manipulative" and "attention-seeking" are judgments, not observations

THE TEST FOR ANY LINE

Would this sentence be fine if the student read it aloud, or if a parent found it on a substitute's desk? If not, rewrite it as an instruction rather than a description. "Needs frequent redirection because he is defiant" fails. "Give one instruction at a time and allow ten seconds before repeating" passes, and it is more useful anyway.

WHO SHOULD GET ONE

Anyone who works with the student and is not at the IEP meeting: the general education teacher, specials teachers, the paraprofessional, substitutes, the bus aide, and the front office if there is a safety flag. Hand it over in person the first time. The twenty seconds of context you add is usually what makes the sheet get used rather than filed.

STORING AND REPLACING IT

This page is not exempt from student-records rules just because it is short. It is an education record. Store it with the same care as the IEP, collect it back or destroy it at the end of the year, and replace it whenever the IEP changes. Put the date in the Updated box so whoever picks it up in March can tell whether it is current. A stale sheet is worse than no sheet, because it is being trusted.

Free from spectrumunlocked.com. A type-in version of page 1 is available on the same page as this download.