Work and Community Week

Teacher: _____ Student: _____ Week of: _____

	Monday ☐ Not Seen	Tuesday ☐ Not Seen	Wednesday ☐ Not Seen	Thursday ☐ Not Seen	Friday ☐ Not Seen
Work Site	☐ Café ☐ Library ☐ Grocery ☐ Campus Office	☐ Café ☐ Library ☐ Grocery ☐ Campus Office	☐ Café ☐ Library ☐ Grocery ☐ Campus Office	☐ Café ☐ Library ☐ Grocery ☐ Campus Office	☐ Café ☐ Library ☐ Grocery ☐ Campus Office
Hours Worked	_____ hours	_____ hours	_____ hours	_____ hours	_____ hours
Independence 1 Full Support to 5 On Their Own	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
Transportation	☐ City Bus ☐ Walked ☐ Program Van ☐ Family	☐ City Bus ☐ Walked ☐ Program Van ☐ Family	☐ City Bus ☐ Walked ☐ Program Van ☐ Family	☐ City Bus ☐ Walked ☐ Program Van ☐ Family	☐ City Bus ☐ Walked ☐ Program Van ☐ Family
Money Handled	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Social	☐ Greeted Coworkers ☐ Asked for Help ☐ Took a Break ☐ Lunch With Peers	☐ Greeted Coworkers ☐ Asked for Help ☐ Took a Break ☐ Lunch With Peers	☐ Greeted Coworkers ☐ Asked for Help ☐ Took a Break ☐ Lunch With Peers	☐ Greeted Coworkers ☐ Asked for Help ☐ Took a Break ☐ Lunch With Peers	☐ Greeted Coworkers ☐ Asked for Help ☐ Took a Break ☐ Lunch With Peers
Energy	☐ High ☐ Steady ☐ Low	☐ High ☐ Steady ☐ Low	☐ High ☐ Steady ☐ Low	☐ High ☐ Steady ☐ Low	☐ High ☐ Steady ☐ Low
Tomorrow Needs					
A Win Today					

A Line From the Teacher (This Week)

_____

_____

From Home (anything we should know next week?)

_____

Parent initials: _____

How to Use This Sheet

1. Print As Many As You Need

This sheet is free. Print it for every student and every school day, in black and white, on Letter or A4.

Page 1 is the sheet; this guide page does not need printing.

More free sheets in the parent-teacher communication log:

spectrumunlocked.com/blog/parent-teacher-communication-log

2. The Same Note on Your Phone

Beacon Home Notes is this same sheet you can tap on a phone or click on a computer. Mark what happened and the note is emailed to the family the same day, the note itself in the email. The family replies by replying; every note and reply is kept.

This weekly sheet is the paper twin of Friday's weekly note in Home Notes.

beacon.spectrumunlocked.com/home-notes

Scan to Open Home Notes

Try a Home Note. One note, no account. Free for teachers and therapists.

3. Make It Yours

Build your own sections and options in Home Notes, then download your own sheet: daily or weekly, Letter or A4, blank or with a student's first name on it.

4. Paper to App

Fill the sheet by hand, photograph the whole page with its corner marks in good light and open Scan a Sheet in Home Notes. Each sheet becomes that student's draft note; you check it, then send it to the family.

An example sheet works too: Home Notes offers to copy its sections first.

5. Privacy

A student is a first name only, on paper and in the app.

Never sold and never shared outside the people the teacher invites.