

Checklist of Transition Skills

A Transition Plan in an IEP is described as “Post-school activities including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, and community participation.”

Taken from: Washington State Department of Social and Health Services

Category: Money Management and Consumer Awareness	
	Knows values of coins and currency.
	Can make a transaction at a local store and count change.
	Knows how to clip and use coupons.
	Understands the difference between “sale price” and “regular price”.
	Has an understanding of the difference between “luxuries” and “necessities” in food, transportation, clothing, and housing.
	Can comparison shop using unit pricing information.
	Can open a checking or savings account.
	Can write checks/make withdrawals and make deposits.
	Can record banking transactions (either checking or savings).
	Has regular savings program.
	Can read monthly bank statements, compare balances, make adjustments as necessary (deduct service charges, check fees, adjust for differences in the balance).
	Can budget allowance to last for a week. (Shows some understanding of the concept of saving).
	With assistance can make out monthly budget covering regular expenses for independent living.
	Budgets for unanticipated emergencies, seasonal bills, etc.
	Understands the difference between gross wage and take home pay.
	Understands payroll deductions, taxes, FICA, insurance.
	Shows “sales resistance” to “something for nothing” advertising & “low weekly payment” credit plans.
	Understands buying on credit, loans, interest, and late payment penalties.
	Understands the responsibility of filing tax forms. Knows the information that is required for filing taxes and knows where to go to get assistance in filing taxes.
	Can complete a short tax form.
Category: Food Management	
	Washes hands before eating and preparing food.
	Can use acceptable table manners
	Can order in a cafeteria or fast food restaurant.
	Can order a meal from the menu in a restaurant
	Can describe food pyramid and foods that contribute to a healthy life style.
	Knows name and use of cooking utensils.
	Can fix a breakfast for one
	Can fix a lunch for one
	Can fix a dinner for one
	Can make out a grocery shopping list
	Can use cooking utensils effectively & safely (knives, grater, can opener, potato peeler, egg beater)
	Can use kitchen appliances effectively and safely
	Stores perishable items under refrigeration.
	Recognizes signs of spoilage in food.
	Can follow the instructions for preparing canned or frozen foods.
	Can plan weekly menu of nutritious meals.
	Can shop for a week’s menu and stay within a food budget.
	Can set the table properly.
	Can carry out a grocery-shopping trip (selecting items on the shopping list and paying the cashier).
	Prepares recipes from a cookbook.

	Can adjust recipes to feed more or less people than called for in the recipes.
	Understands how to use dates on food packages to prevent spoilage.
	Prepares and eats a balanced diet.
Category: Personal Appearance and Hygiene	
	Showers or bathes regularly.
	Knows how to use soap, shampoo, deodorant, shaving cream, and other common personal products appropriate to sex.
	Brushes teeth regularly.
	Keeps hair clean and neat.
	Knows the cost of and can budget money for special hair and nail care (i.e., permanents, braiding, manicures, etc.).
	Can dress self (including underwear, socks, and tied shoes) in a reasonably acceptable fashion.
	Knows appropriate clothing to wear for almost all occasions.
	Can read clothing labels and determine which clothes are to be dry cleaned, hand washed, and machine-washed.
	Can sort and machine-wash clothes at a Laundromat using appropriate temperatures, amounts of soap, bleach, etc.
	Can dry clothes in dryer using appropriate settings.
	Can iron clothes.
	Can sew on buttons and make minor clothing repairs.
	Can hand wash items following the instructions on the label.
	Knows approximate cost of dry cleaning and can arrange for dry cleaning.
Category: Health	
	Can open childproof container.
	Knows not to take someone else's medication.
	Knows that drugs, alcohol, and tobacco may be harmful to your health.
	Understands the risks of drug and alcohol abuse.
	Knows parts of the body and sexual functioning.
	Knows how pregnancy occurs.
	Understands the risks of pregnancy and sexually transmitted diseases.
	Knows how to prevent the spread of sexually transmitted diseases.
	Knows methods of birth control and how to obtain birth control devices.
	Knows how and where to get emergency health care.
	Can recognize and describe symptoms of colds, flu, and other common health problems.
	Knows what to do for a minor cut, a minor burn, a splinter.
	Can take own temperature using an oral thermometer.
	Can nurse self through cold or flu.
	Recognizes/makes correct use of "over the counter" drugs for pain, stomach upset, diarrhea, fever, cold/allergy.
	Can call a doctor or dentist and schedule an appointment.
	Can read a prescription label correctly and follow the instructions.
	Can take medication without supervision.
	Knows how to dispose of drugs in a safe manner.
	Knows how to use what is included in a First Aid Kit.
	Knows how to obtain a copy of personal immunization records and medical history.
	Has selected a doctor, dentist or clinic for regular health care.
	Understands the importance of medical insurance.
	Is conscious of diet, exercise, good eating habits, and other preventative health measures.
	Can determine when to go to an emergency room and when to make an appointment with the family doctor or clinic.
	Has obtained medical insurance.
Category: Housekeeping	
	Can wash dishes adequately using soap and hot water.
	Can change a light bulb.
	Can make a bed.

Knows how to dispose of garbage.
Can use vacuum cleaner properly and change bags.
Can change bed linen.
Knows how to prevent sinks and toilets from clogging.
Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet, clean bathtub and sink.
Knows appropriate cleaning products to use for different cleaning jobs.
Knows how to stop a toilet from running.
Knows how to use a plunger to unstop a toilet or sink.
Can clean a stove.
Knows how to conserve energy and water.
Perform routine house-cleaning to maintain the home in a reasonably clean state.
Uses drawers and closets appropriately for storage.
Knows what repairs a landlord should perform.
Can do minor household repairs.
Is able to contact the landlord and request repairs.
Can change a fuse or reset a circuit breaker.
Knows how to get rid of and avoid roaches, ants, mice, etc.

Category: Housing

Understands the concept of renting.
Knows how to access emergency shelter.
Can read want ads for vacancies.
Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference, etc.).
Can calculate the costs associated with different types of housing.
Can describe pros and cons of choosing a roommate.
Can identify type of housing that is within budget and meets current housing needs.
Can calculate "start up" costs (Utility deposits, connection fees, security deposit, first month's rent, purchase of furniture and all other household items).
Can complete a rental application.
Can ask the landlord about the available apartment to determine if it meets their needs.
Knows to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and the neighborhood.
Shows some concern for the rights of other residents with regard to property and noise.
Understands the consequences if the rights of other residents are not respected.
Understands the implication of the security deposit.
Knows the role of a landlord.
Demonstrates the ability to get along with other residents and the landlord.
Knows how to get help if there is a conflict with the landlord.
Can access emergency assistance for utilities.

Category: Transportation

Can ride a bicycle safely.
Understands and uses seat belts.
Familiar with any form of public transportation available.
Knows the nearest public bus stop to your home.
Knows amount of money required for bus fare.
Knows the nearest town with bus services.
Knows how to call a taxi and provide information needed. Knows the approximate cost of taking a taxi.
If given instructions, can make public transportation journey involving several transfers.
Can give directions.
Can arrange routine transportation to work or school.
Can fix a bicycle.
Can read a map.
Knows what is required to get a driver's license.
Has driver's permit.

	Has successfully completed a Driver's Ed class.
	Aware of consequences of driving without a license and insurance.
	Has a driver's license.
	Can estimate cost of owning and operating a car for a month/year including tabs and insurance.
	Knows how to do basic car maintenance.
Category: Educational Planning	
	Has a realistic view of his/her chances for completing high school.
	If high school graduation is not realistic, understands what a GED is and how to obtain one.
	Can fill out forms to enroll in an educational program.
	Has a general idea of what education is needed for the job he/she wants.
	Can discuss educational/vocational plans with teachers/counselor.
	Is aware of educational resources available in the community.
	Knows how to obtain school transcripts.
	Is aware of current educational credits and standing.
	Has an appropriate educational plan for the job selected.
	Understands educational/skill requirements for job selected.
	Is aware of the cost of higher education/vocational training.
	Knows the difference between a loan and a grant.
	"Shops around" to find the best educational resources.
	Knows where to find and how to access adult education or vocational training in the community.
	Knows how to obtain financial aid/scholarships for additional education.
	Understands future prospects and probable living standards relative to levels of education and specialized skills.
	Is able to identify the connection between course work and vocational goals.
Category: Job Seeking Skills	
	Has reasonable idea of the types of jobs available to him/her.
	Knows what the minimum wage is.
	Can fill out a standard job application form.
	Can read the want ads and find appropriate leads.
	Can complete a mock interview giving appropriate answers to potential questions.
	Can make appointment for a job interview.
	Knows appropriate clothing to wear for the interview.
	Can write a resume.
	Has a completed job application/fact sheet to take on a job interview.
	Knows to prepare for a job interview.
	Can complete a job interview.
	Knows the function of and can contact the public employment agency.
	Knows the function of and understands that private employment agencies charge fees.
	Can identify ads placed by private employment agencies.
	Can contact temporary employment services.
	Has a resume.
	Can follow up an interview with a letter.
	Is able to maturely weigh the advantages of one job over another.
	Understands legal discrimination and where to seek help if discriminated against illegally.
Category: Job Maintenance Skills	
	Dresses for work appropriately.
	Reports to work on time.
	Knows job responsibilities and how to complete job tasks.
	Knows to contact employer when not able to go to work.
	Know how to read a pay stub.
	Knows appropriate way to talk to supervisor.
	Knows what behaviors will get a person fired immediately.
	Knows how to ask for help with a problem on the job.
	Knows if eligible for sick time, vacation time, or personal time.

	Knows what a grievance procedure is.
	Know what to do to get a raise.
	Knows where and when not to talk with co-workers.
	Has a plan for handling anger when angry at supervisor, co-workers, or customers.
	Can implement anger management plan in majority of cases.
	Knows how to use company grievance procedure to resolve disagreements.
	Knows companies "unwritten policies" and can function within them.
	Knows how to ask for a raise.
	Knows what to do to be eligible for promotion.
	Knows legal rights as an employee.
Category: Emergency and Safety Skills	
	Knows functions of police, ambulance and fire department. Can reach each by calling the appropriate number.
	Is trained to evacuate the residence in case of fire.
	Knows proper way of disposing of smoking materials, if smokes.
	Knows how to lock and unlock doors and windows.
	Knows how to check smoke alarm and how to replace battery.
	Understands basic fire prevention (No smoking in bed, using gas stove to heat, excessive use of extension cords, frayed electrical cords, etc.).
	Knows how to use a fire extinguisher.
	Knows that improperly used appliances can cause fires.
	Can recognize the smell of a gas leak.
	Knows what to do, and whom to call if she/he smells a gas leak.
	Knows the different methods for putting out different kinds of fires.
	Knows how to properly store cleaning materials.
	Can usually determine when professional medical help is needed.
	Has completed First Aid training.
	Has completed CPR training.
Category: Knowledge of Community Resources	
	Knows how to get emergency information by telephone.
	Knows whom to contact if injured or sick.
	Knows where nearest supermarket or shopping district is located.
	Knows how to access emergency food and shelter.
	Knows how to access crisis line.
	Knows where nearest Laundromat is located.
	Knows where personal bank is located.
	Can use the yellow pages to obtain information.
	Knows location of nearest post office and how to use it.
	Knows whom to contact if utilities disconnected, or heat goes out.
	Knows where and how to register for selective service.
	Knows where the nearest state employment office is located.
	Can obtain a copy of birth certificate and a duplicate social security card.
	Has awareness of "specialized" resources: mental health counseling, consumer counseling, student aid offices, tenant groups, animal control, public recreation, etc.
	Knows who elected representatives are and how to contact them.
	Has obtained a library card.
	Knows what the Better Business Bureau does and how to contact it.
	Show good citizenship and an understanding of the rights and responsibilities of a citizen.
	Is registered to vote.
	Knows where to go to vote.
Category: Interpersonal Skills	
	Can respond to introductions and answer simple questions.
	Can make introductions, including approaching others to introduce self.
	Can identify one friend.

Look others in the eye and shakes hands if other person offers.
Can make "small talk" (face to face).
Communicates with at least one person weekly.
Is aware of boundary issues.
Is not harmful to others.
Can ask for help.
Can explain feelings.
Can identify relationships that may be hurtful or dangerous.
Can identify personal strengths and needs (with assistance if necessary).
Accepts invitations from others to be involved in social activities.
Make arrangements with peers for social activities. (see next page)
Knows where to get help if unable to resolve interpersonal conflicts alone.
Has some ability to resolve conflicts with others.
Refrains from physical violence as a means of solving interpersonal conflict.
Has practiced how to say "no" to a peer who is trying to persuade him/her to do something wrong.
Can develop a realistic plan with appropriate steps identified to achieve goals.
Can carry out plans with some assistance provided.
Can describe the "best possible" outcome if the goal is achieved and the "worst possible" outcome if the goal is not achieved.
Can describe the relationship between actions and consequences.
Has "good" table manners (can use knife, fork, spoons, napkin appropriately).
Avoids hurtful or dangerous relationships.
Labels and expresses anger or other strong feelings appropriately, "talks out" problems.
Has demonstrated the ability to say "no" to peers.
Can develop and carry out a personal plan for goal achievement without supervision.
Can anticipate what consequences might be associated with different choices.
Knows when and how to send written thank-you notes.
Can close a relationship or say "good bye" in a healthy manner.

Category: Legal Issues

Has the phone number of someone to call if arrested or victimized.
Understands generally what actions are against the law and what the consequences are.
Knows personal rights if arrested.
Knows what the function of a lawyer is.
Knows legal age for buying alcohol and tobacco products.
Understands the meaning of "legal age" in legal terms (what you can do, what you cannot do).
Knows how to read a contract.
Has understanding of dependency process.
Knows how and where to register to vote.
Knows the responsibility to register for selective service, if male.
Aware of availability of free legal services.
Understands the consequences of signing a contract or a lease.
Knows the difference between "felony", "misdemeanor", and "violation".
Knows the legal penalty for all of the following:
Buying, possessing, selling, and smoking marijuana and other drugs
Buying and drinking beer and alcohol underage
Trespassing
Shoplifting
Burglary
Possession of stolen property
Traffic violations