PHYSICAL ORGANIZATION WORKSHEET

We will stop at certain times during the presentation to ask you to complete this form. We encourage you to not jump ahead as the information that you enter should be based on the information that is presented in the presentation. Create the physical organization that would best meet the needs of your students.

1. **MAKE UP OF CLASS of CASELOAD**

   a. Number of Students/Clients ☐   Grades or Ages of Students/Clients _____

   b. Number of Staff ☐

   c. *Standard Course of Study* ☐   OR   *Adapted Curriculum* ☐
      (Common Core)   *(Functional Academics)*

2. **INSTRUCTIONAL AREAS** *(fill in all that apply)*
   What are the scheduled activities/curriculum for the students?
   - Whole class instruction: at personal desk/table, in a circle, on the floor_____
   - Active Play (movement oriented play) _____
   - Individual instruction: how many areas: _____
   - Independent-practice areas: personal or shared: number of areas _____
   - Theme-based centers: subjects, daily living skills, vocational: How many centers: _____
     - Types of centers: _____

3. **PLAY/LEISURE AREAS** *(circle all that apply)*
   - Art
   - Dramatic play
   - Manipulatives/creative design (i.e., blocks, building, puzzles, snap circuit)
   - Movement/Active play
   - Games
   - Electronics (computers, iPads, handheld devices)
   - Other _____

4. **Calming, Transition, and Organizational Areas** *(away from tables and desks)*
   - Calming: _____
   - Transition areas: _____
   - Personal Items: cubbies/lockers/bins: _____
   - Wait place(s): where: _____
     - sitting or standing: _____
     - how many students will access: _____
   - Other: _____

5. **Areas with Multiple Uses and Other Activities:**
   - Identify where other activities will take place in your classroom:
     - Snack/lunch: _____
     - Group activities: _____
     - Other: _____
       _____

   - Multiple use spaces: Will you have one area in your classroom with multiple uses? _____
     - If so, describe how it will look different for different activities? _____
       _____
     - What will be the name/label for this area? _____

6. **Draw it out!**
   a. On a blank piece of paper or a large white board, mark the location of
      - Doors
      - Windows
      - Built in cabinets
      - Sinks or bathrooms
   b. Consider the size of each area based on number of students, age, and learning needs
   c. Use available furniture to define boundaries and minimize distractions as needed by the students. Teacher(s) need to be able to supervise from a distance.
   d. Balance needs of the students with size of classroom and available furniture.
   e. Consider which students can share independent-practice areas versus the need for a personal independent-practice area
   f. Consider multiple uses for one area and how to change the context to distinguish the different uses of the area.
   g. Consider the staff to student ratio.