

Classroom Checklist

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This informal checklist is to assist school personnel in creating a positive classroom environment. Each guideline should be reviewed and determined appropriate in meeting the needs of the student. Not all guidelines will apply to each student, setting or classroom.

	YES	NO	Action Plan
Visual and physical boundaries defined			
Workstations are labeled with picture and word			
Classroom is free of clutter			
Space provided for small group and 1:1 instruction			
Space provided for whole group instruction			
Auditory/Visual cue is utilized for transitions			
Furniture is appropriate size			
Furniture placement defines boundaries			
Open spaces are minimized			
Materials are clean and in good working order			
Visual Timers are utilized			
Shelves are clearly labeled			
Students return materials to proper location			
Sensory strategies are written on schedule			
Materials are age appropriate			
Transition items are visible and utilized			
Life domains are addressed in the schedule			
Quiet space is provided for Break Area			
Comfortable seating is provided in Break Area			
Teacher resources are in a secured location			
Teacher's desk is out of the way			
Data collection center is clearly marked			
Data collection center is accessible			
Carpets are used to filter noise			
Outside distractions are minimized			
Safety standards are implemented			
Doorways are secured			
Safety plan is written and posted			
Classroom Schedule is posted and visible			



Token economy system is utilized			
Reinforcement tangibles are established and utilized			
Class schedule is reviewed daily			
Schedule reflects any upcoming changes			
Individual schedules are developed			
Schedule is well-rounded with a variety of activities			
Staff schedule is written and posted			
Staff schedule depicts all job responsibilities			
Related service personnel are included on schedule			
Schedule includes a weekly staff meeting			
All staff have a written job description			
Staff bulletin board is visible			

