

Portfolio File Checklist

Child's Name / Chronological
Age

Pencil Red Blue Black
1st / 2nd/ 3rd/ 4th

Grading Periods -- Circle
Appropriate Number

Prompt Level Definitions

- Cannot perform task
O Refuses or resistive to task: Refuses verbal or physical guidance child requires in order to complete task.
PG Physical Guidance: To perform task, teacher gives hands-on guidance and gives verbal prompt.
PP Physical Prompt: Child attempts task, but requires physical touch and verbal prompt to complete task.
VP Verbal Prompt: Child needs verbal prompting beyond initial command to complete task.
I Independent: Child completes task without assistance.
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I. Fine Motor Skills

1. Coloring

Developmental Age	Prompt Level	Mastery	Skills
1.0			A. Spontaneous scribble, sometimes off paper.
2.0 - 3.0			B. Colors mostly on paper.
4.0 - 4.6			C. Uses appropriate colors.
5.0			D. Colors in the lines.

2. Cutting

Developmental Age	Prompt Level	Mastery	Skills
2.6			A. Snips paper.
2.6			B. Holds paper while cutting.
3.0			C. Cuts on a line.
4.0			D. Cuts out shapes and designs.
4.0			E. Turns paper while cutting out shapes.

Prompt Levels:

---- Cannot do; O Resists, refuses; PG Physical Guidance; PP Physical Prompt; VP Verbal Prompt;
I Independent

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Child's Name _____

3. Pre-handwriting

Developmental Age	Prompt Level	Mastery	Skills
2.0			A. Copies O
3.0			B. Copies _____
3.6			C. Copies
3.6			D. Copies /
3.6			E. Copies \
3.6			F. Copies +
4.0			G. Copies (curved)
4.0			H. Draws a person: head, body, legs, eyes, nose
4.0			I. Draws simple figures
4.6			J. Copies V
4.6 - 5.0			K. Copies simple shapes: triangle, square, rectangle
5.0			L. Attempts to write name or make letters

II. Language

Developmental Age	Prompt Level	Mastery	Skills
3.0			A. Follows verbal directions
3.0			B. Use of descriptions
3.6			C. Dictation of language experiences
			D. Sentence length
2.0			2 words
2.6			3 words
3.0			4 words
4.0			4.5 words
5.0			5 words

Prompt Levels:

___ Cannot do; **O** Resists, refuses; **PG** Physical Guidance; **PP** Physical Prompt; **VP** Verbal Prompt; **I** Independent

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III. Cognition

1. Language/Expressive -- expressive language lets one know what is going on cognitively

Developmental Age	Prompt Level	Mastery	Skills
1.0 - 1.6			A. Initiates verbalization
2.0 - 2.6			B. Verbalize label (name objects)
3.0			C. Match concrete object/pictures
3.0			D. Tell the function of object
4.0			E. Discriminate objects/pictures
4.0			F. Figure ground (locate objects in a busy picture)

2. Colors

Developmental Age	Prompt Level	Mastery	Skills
2.6			A. Matches colors
3.0			B. Points when you name color
4.0			C. Names colors independently

3. Math/Counting

Developmental Age	Prompt Level	Mastery	Skills
1.6			A. 1 more
2.6			B. Just 1
3.0			C. Counts up to 3
4.0			D. Counts up to 7
5.0			E. Counts up to 10

Prompt Levels:

 Cannot do; **O** Resists, refuses; **PG** Physical Guidance; **PP** Physical Prompt; **VP** Verbal Prompt; **I** Independent

All developmental ages and skills come from the Yellow Brigance Diagnostic Test and all are commonly used as IEP goals.