CLASSROOM SETUP CHECKLIST

	Classroom Arrangement Checklist Identify and create the following areas:
	Transition area with individual visual schedules
	Small group area with one table, one teacher chair, and a few student chairs
	Snack area with one table, one teacher chair, and a few student chairs • Note: If space is limited, use one table for small group
	Circle time area near a board or smart board with student chairs surrounding
	Independent work area with a small table or desk: • Consider space for 1-2 students to complete tasks • Consider Level 1 (i.e., matching picture to location schedules) for all students to help them learn the areas. Once students become familiar with the setup and transition routine, consider increasing the complexity of the schedule.
	One or two DT areas: • Include one table and two chairs • Include storage of materials (e.g., drawers or shelves) • Include space for instructional supports (i.e., face tables toward a wall)
	One PRT area: • Include a small space with room for one/two adults and one to three students
	Create and post generalization charts in common areas (e.g., snack area, small group area, circle time area, etc.)
	Create a daily schedule and post in common areas and/or on a whiteboard so that all staff can easily access

CLASSROOM SETUP CHECKLIST

DT Area Checklist
Identify a color for the DT area and post landing strip with the identified color
Post DT instructional supports: • Introduction procedures • Matching poster • DT reminders • RLT tip sheet
Prepare reinforcer bin or DT essentials kit
Create token boards, tokens, visuals of reinforcement options, and choice wheels
Create individual student bins or folders: • Complete a student learning profile for each student • Print data sheets and create folders • Place data collection sheets and summary of skills forms inside of each lesson plan or lesson folder
Prep and organize extra copies of the following: • DT daily data collection sheets • Summary of skills forms

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	PRT Area Checklist
	Identify a color for the PRT area and post a landing strip with the identified color
	Create and post PRT goal pages for each student based on their student learning profile
	Post instructional supports: • Incorrect or no response poster • Common language poster
	Add PRT toys/items in large bin with lid
	Create a system for PRT data collection (e.g., use clipboards or file folders and include PRT data sheets on each student's level)
	Prep/organize extra copies of the following: • Level 1, 2, and 3 PRT data sheets

	Snack Area Checklist
	Post a landing strip with a snack icon or a colored icon if the table will be used for several activities
	Table with teacher chair and a few student chairs
	Create a bin or caddy to hold snack options, gloves, napkins, wipes, and hand sanitizer
	Create placemats with students names and/or pictures and place inside the snack caddy or bin
	Create a choice wheel and prepare common visuals for snack choices (printed/laminated)
	Create a functional routine sequence strip (printed/laminated)

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	Independent Work Area Checklist
	Post a landing strip with an independent work icon
	Create a system for structuring tasks. Consider: • 3-drawer organizer or trays • Finished bucket or tray
	Create an independent work visual task strip (leveled choice of colors, numbers, or shapes)
	Identify tasks for each student or for target students • Reminders: All tasks should include mastered skills. Consider maintenance tasks since this is a new setting.

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Transition Area Checklist
	Create and post individual wall strips for student schedules labeled with student name and picture
	Create and post a small pocket sleeve, cup or container with the check schedule icon on the outside so that students can easily identify where check schedule icons should be placed
	Write a list of activities each student will complete and post so that staff can easily set and reset schedules
	Prep/organize extra copies of icons and create a system for organization
	Prep/organize extra copies of check schedule icons and place icons in small bags or containers in common areas so staff can easily access (e.g., near arrival door, in small group area, in DT area, in PRT area, etc.)
	Create a functional routine sequence strip (printed/laminated)
	Prep/organize functional routine data collection: • Print Level 1: Transition Between Activities to collect baseline data • Post several copies on a clipboard • Post in the transition area

CLASSROOM SETUP CHECKLIST

Circle Time Area Checklist
Post a landing strip with a circle time icon
Create a space for students to sit (e.g., cube chair or regular chairs) in a clearly defined space
Create circle time visuals: • Circle time schedule • Circle time rules • Song choice wheels • Token boards
Gather props to engage students in the circle time routine. For example: • Puppets • Instruments • Music or videos

Small Group Area Checklist
Utilize STAR Media Center activities: • Art activities • Group activities • Science activities
Create small group visuals and supports: • Small group functional routine visual strip • Token boards
Prep/organize small group activities: • Consider using digital tools from the STAR Media Center • Identify activities that are motivating and easy to implement with students on a variety of levels

CLASSROOM SETUP CHECKLIST

Behavior Supports Checklist	
	Create key ring visuals with expected behaviors for all staff
	Create and organize reinforcer bins for common areas
	Create and post common language posters in common areas