

Cumulative Record of Skills

Student Name _____

1. Vocational Skill—Clerical

Be sure to list the locations where each item was assessed. If more than one location is used, you may need to use a separate sheet for each location. Make a note of the environmental differences or similarities between each location.

	Date	Pass	Setting and Structure	Date	Emerge	Setting and Structure
Basic Computer Use • Turns on and off correctly • Uses mouse • Accesses Internet, finds site • Saves files • Opens files • Note other skills:						
Word Processing • Uses word processor • Note speed and accuracy level • Uses different menu commands to change font, change style, etc. • Note other skills:						

(continues)