



Bridging Refugee Youth & Children's Services

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## Skills Checklist of Student Orientation

By Secondary Bilingual Orientation Center

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Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Advisory IA/Teacher \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_

**Skills Checklist of Student Orientation**

<b>School Policies (Advisory)</b>	<b>Yes</b>	<b>No</b>
I know the attendance policy.		
I have all my vaccinations on schedule.		
My lunch forms are complete.		
I know the school rules and consequences.		
I know what to do with my transcripts from my country.		
I know how to change my schedule.		
I know what materials to bring to class.		
I know how to be respectful and polite to others.		
I know what to do if I come late to school.		
I know what to do if I am going to be absent from school.		
I know how to ask permission to leave class.		
I know how to work in a group.		
I know how to pay attention during classroom presentations.		
I know how to ask for help.		
I know what to do when I complete an assignment.		

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_

**Skills Checklist of Student Orientation**

<b>Elective Skills</b>	<b>Yes</b>	<b>No</b>
I know how to use the hall pass in my planner.		
I can tell the teacher my full name and address.		
I know the phone number of school.		
I know the name of the school counselor.		
I know how to ask to go to the counselor's office.		
I know where the counseling office is located.		
I know how to ask to go to the office when needed.		
I know the names of the administrators.		

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_

**Skills Checklist of Student Orientation**

<b>Literacy Skills</b>	<b>Yes</b>	<b>No</b>
I can write a correct heading on all my assignments.		
I can name all my teachers, classes and room numbers.		
My binder is organized and papers are in the correct place.		
I can write all my homework assignments in my planner.		
My parent or guardian signs my planner every week.		
My literacy notebook is organized.		
I can read my class schedule.		
I can write my full name, address and phone number.		

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_

**Skills Checklist of Student Orientation**

<b>Math Skills</b>	<b>Yes</b>	<b>No</b>
I know my bus number and where to board the bus.		
I know my locker combination and how to open it.		
I know where my class schedule is in my planner.		
I can read the supply list in my planner.		
I bring my supplies to school every day.		
I know how to use the ruler in my planner.		
I can find a date in my planner.		
I can find the math pages in my planner.		

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_

**Skills Checklist of Student Orientation**

<b>Science Skills</b>	<b>Yes</b>	<b>No</b>
I can explain where, how and why I wear my ID.		
I can read the supply list in my planner.		
I know where the administrative offices are on campus.		
I know the names of the administrators.		
I know the names of the buildings on campus.		
I know where the computer labs are located.		
I know where the cafeteria is located.		
My science book is organized.		
I know where all the bathrooms are on campus.		
I know how to ask to go to the bathroom when needed.		

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Level \_\_\_\_\_

**Skills Checklist of Student Orientation**

<b>Science/Social Studies Skills</b>	<b>Yes</b>	<b>No</b>
I can show the teacher the world map in my planner.		
I know where the administrative offices are on campus.		
I know the names of my teachers.		
I know the names of the buildings on campus.		
I know where the computer labs are located.		
I know where the cafeteria is located.		
My social studies book is organized.		
I know where all the bathrooms are on campus.		
I can ask to go to the bathroom when needed.		
I know the name and address of the school.		