

MY SCHEDULE

Attach today's cards with Velcro. Move each card to the back "finished" location when the activity is completed..

STUDENT: _____

DATE: _____

1

PLACE ACTIVITY CARD HERE

2

PLACE ACTIVITY CARD HERE

3

PLACE ACTIVITY CARD HERE

4

PLACE ACTIVITY CARD HERE

5

PLACE ACTIVITY CARD HERE

6

PLACE ACTIVITY CARD HERE

7

PLACE ACTIVITY CARD HERE

8

PLACE ACTIVITY CARD HERE

ALL DONE



FINISHED

Move completed activity cards here. This page may stay in a binder, clipboard, or classroom location.

STUDENT: _____

DATE: _____

1

MOVE A FINISHED CARD HERE

2

MOVE A FINISHED CARD HERE

3

MOVE A FINISHED CARD HERE

4

MOVE A FINISHED CARD HERE

5

MOVE A FINISHED CARD HERE

6

MOVE A FINISHED CARD HERE

7

MOVE A FINISHED CARD HERE

8

MOVE A FINISHED CARD HERE

I completed my schedule.



ACTIVITY CARDS

Cut on the guides, laminate, and attach hook-side Velcro to the back of each card.



Arrival

DAILY ROUTINE

CUT

CUT



Morning Meeting

DAILY ROUTINE

CUT

CUT



Restroom

DAILY ROUTINE

CUT

CUT



Mathematics

CORE CLASS

CUT

CUT



English Language Arts

CORE CLASS

CUT

CUT



Social Studies

CORE CLASS

CUT

CUT



Science

CORE CLASS

CUT

CUT



Cafeteria

MEAL & COMMUNITY

CUT

ACTIVITY CARDS

Cut on the guides, laminate, and attach hook-side Velcro to the back of each card.



Physical Education

CONNECTIONS / ELECTIVE

CUT

CUT



Health & Wellness

CONNECTIONS / ELECTIVE

CUT

CUT



Music

CONNECTIONS / ELECTIVE

CUT

CUT



Visual Art

CONNECTIONS / ELECTIVE

CUT

CUT



Career & Technical Education

CAREER PATHWAY

CUT

CUT



Computer Science & Digital Literacy

CONNECTIONS / ELECTIVE

CUT

CUT



Community-Based Instruction

LIFE & COMMUNITY

CUT

CUT



Life Skills Education

LIFE & COMMUNITY

CUT

ACTIVITY CARDS

Cut on the guides, laminate, and attach hook-side Velcro to the back of each card.



Fine Arts — Chorus, Band, Drama

PERFORMING ARTS

CUT

CUT



Practical Skills

LIFE & CAREER

CUT

CUT



World Languages

ACADEMIC ELECTIVE

CUT

CUT



Publications & Media

COMMUNICATIONS ELECTIVE

CUT

CUT



Academic Support & Study Hall

STUDENT SUPPORT

CUT

CUT



Work-Based Learning & Career Exploration

CAREER PATHWAY

CUT

CUT



Advanced Coursework & Dual Enrollment

COLLEGE & CAREER READINESS

CUT

CUT



Library & Research

ACADEMIC SUPPORT

CUT

ACTIVITY CARDS

Use this page to add additional activities. Cut on the guides, laminate, and attach hook-side Velcro to the back of each card.



Dismissal

DAILY ROUTINE

CUT

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

CUT

ADD
PHOTO

Activity: _____

CUSTOM ACTIVITY

TEACHER DIRECTIONS

Assembly guide for the portable schedule, activity cards, and completion options

1 Print

Print pages 1–6 single-sided at Actual Size or 100%. Use cardstock when possible.

2 Protect

Laminate the two boards and the card sheets. Clear contact paper also works. If you would like the schedule and the list of finished activities on a single page, print pages 1-2 double-sided and laminate.

3 Cut

Cut apart the activity cards. Rounded corners can make laminated cards more comfortable to handle.

4 Add Velcro

Place loop-side Velcro on each board position and the All Done area. Place hook-side Velcro on every card back. Keep the sides consistent.

5 Choose the daily cards

Select only the activities the student needs that day. Arrange them from top to bottom and store unused cards in a labeled envelope.

6 Choose a completion method

Use the All Done area, the Finished board, or the Done covers. Start with one method so the routine stays clear.

MATERIALS

Cardstock
Laminator or contact paper
Scissors or paper cutter
Hook-and-loop Velcro
Envelope or card pouch
Optional binder or clipboard

ACCESS CHECK

Place the finished schedule where the student can see, reach, remove, and replace every card.

Keep small pieces and cutting tools under adult supervision.



DAILY IMPLEMENTATION

Use the same schedule-check routine throughout the day to support independence

1

Prepare the day

Arrange only the cards the student will use. Add known changes before the first review.

2

Preview the schedule

Review the sequence in a calm setting. Make sure the student can see, reach, and distinguish each card.

3

Cue the transition

Say “Check your schedule.” Point only if needed, then allow processing time.

4

Mark completion

The student moves the current card to All Done or Finished.

5

Begin the next activity

The student identifies the next card and moves to that location. Praise independent checks and gradually reduce prompts.

TEACHER LANGUAGE

“Check your schedule.”

“Math is finished. What is next?”

“Your schedule changed. Let’s look together.”

PLANNING NOTES

When plans change, replace the activity card or use a blank card labeled Schedule Change. Preview the new order of activities with the student.

Follow the student’s communication, sensory, motor, and vision supports. Coordinate the prompting approach with the IEP team.

Track whether the student checks the schedule, marks completion, and begins the next activity independently. Keep the schedule predictable and neutral.

