



ROUTINE ESSENTIALS

ROUTINE PLANNING FORM

Student: _____

Teacher: _____

Routine: _____

Date: _____

INSTRUCTIONS

1. Complete each section.
2. Provide a copy to all staff working with the student.
3. Use the corresponding routine data collection form to monitor progress.

ENVIRONMENTAL SETUP FOR THIS ROUTINE

Environmental And Visual Supports Needed

(e.g., first-then, rules chart, sequence strip)

Reinforcement System

<ul style="list-style-type: none">• _____• _____• _____	☐ Tangible ☐ Token board ☐ Social only	Identify reinforcers:
---	---	--------------------------------------

Skills To Target During Routine

(e.g., one-step directions, identification of numbers)

<ul style="list-style-type: none">• _____• _____• _____

Routine Implementation Details

(e.g., position student near teacher, seat student next to trained peer to support prompting)

<ul style="list-style-type: none">• _____• _____• _____• _____

Least-To-Most Prompting Strategy

1. Allow the student to complete the step with only the cue.
2. Use a gesture/visual/verbal prompt.
3. Use a partial physical prompt.
4. Use a full physical prompt.

Specific Behavior Strategies
