

Workload Time Survey (Form A: Categories)

Services Inclusion Services Consultation/Indirect Services	Direct services with students; analyze data & make notes about session
Evaluation & Screening Observations	Testing, screening, & scoring results
Phone Calls & e-mail	Checking e-mail; calling parents, central office, or supervisor
Report Writing & Progress Reports	Writing eval reports, IEPs, etc.; when writing an IEP with another teacher, include that time here
Pre-referral Team Meeting Evaluation Team Meetings IEP Meetings	
Compliance Paperwork	Copying, filing, and sending IEPs & eval reports; writing & sending invitations; noting info on Parent Contact Log
District Paperwork	Filling out caseload updates, mileage, & misc leave forms, etc.
Planning & Material Prep	Writing lesson plans; organizing, copying, & filing materials (visits to library for books, etc.
Preparation of AAC & Visuals	Creating any type of visual aid for student (schedules, social story, picture communication)
Scheduling/Rescheduling Students	Creating or updating current schedule due to conflict, addition of new students
Professional Dev/Colleague Support	In-services; phone calls to/from colleagues to ask or respond to questions; copying materials for colleagues, etc.
Travel Time	
Cancelled Services (list reason)	
Work at Home	
Misc, Other (list activity)	

1 tally mark = 10 min.