

## Student Checklist for Managing the Homework Completion Process

### At School:

- Place each assignment in a notebook to be brought home.
- Read the homework assignment aloud and circle key words.
- Ask the teacher for help to break down the assignment into small steps.
- Ask the teacher for help understanding the assignment.
- List materials and resources needed to complete the homework assignment.
- Locate materials and resources.
- Bring home assignments, textbooks, and other necessary materials.

### At Home:

- Select a time and place to do homework
- Read the assignment carefully, repeating each direction.
- List and schedule the tasks for that assignment, from last to first.
- Make a daily homework plan based on all assignments.
- Set the day's homework goals.
- Schedule reading, thinking, and writing activities for the number of minutes and at times of the day when you are most alert.
- Employ the reading and writing skills needed to complete the homework
- Recognize your efforts by making positive statements.
- Keep on track by checking off tasks as they are completed.
- Decide when the homework is done by reviewing the assignment and any checklists you used.
- Check work for accuracy, completeness, legibility, and neatness.
- Place completed homework in the front of your notebook, ready to return to school.
- Praise yourself for your efforts and discuss your positive progress with a friend or family member.

### Back at School:

- Bring homework back to school and give it to your teacher(s).
- Bring textbooks, materials, and resources back to school.
- Revise and correct homework based on feedback from your teacher(s).
- Review and record whether you met your goal or stayed with your schedule.
- Save all completed homework in your notebook
- Make a list and discuss with others your own "best homework tips."

*ADD: How to Help Students Succeed in the Regular Education Classroom* by Geraldine Markel, Ph.D. and Judith Greenbaum, Ph.D. Champaign, IL: Research Press, 1996 (p. 269).