

WORK SAMPLE COVER SHEET

Student's name: _____

Name or type of work sample: _____ **Date of work sample:** _____

Course: _____ **Teacher's name:** _____

Please note:

- This cover sheet is intended for work samples selected to provide evidence of the use and effectiveness of targeted skills and supports to optimize a student's learning.
- This tool is intended for whole-class use in general education settings and also in substantially separate settings. Note that distributing this cover sheet only to students with disabilities in a general education setting could be construed as "unjustified different treatment" under Section 504 and could stigmatize these learners (Office for Civil Rights, 2016, p. 31).
- The benefit of having all students use this cover sheet is the opportunity to build metacognitive awareness of both the *use* and *effectiveness* of targeted learning skills.

1. Who helped me? How? (*service*)

2. What tool(s) or resource(s) did I use? (*accommodations or modifications*)

3. How did the help, tool(s), or resource(s) help me complete this work?

Office for Civil Rights. (2016). Parent and educator resource guide to Section 504 in public elementary and secondary schools. Washington, D.C.: U.S. Department of Education. Retrieved from <https://www2.ed.gov/about/offices/list/ocr/docs/504-resource-guide-201612.pdf>

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