



Special Education Technology Center
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Video Planning Worksheet

- Fill in the worksheet, making sure that all of the important components listed on the left-hand side of the page are included.
- **Complete only the sections that apply to your student.**
- We are requesting a 10-20 minute video. **Recordings longer than 20 minutes will be returned** and your file will be on hold until we receive the edited recording.
- Be sure that you send a copy of this completed worksheet with the video, application, and permission form.

IMPORTANT COMPONENTS TO INCLUDE:	COMPLETE THIS SECTION & USE WHEN RECORDING YOUR STUDENT'S VIDEO
<p>INTRO: 30 SECONDS</p> <ul style="list-style-type: none"> • Display student's name and school district on a printed sign that is visible to the viewer • Verbally introduce yourself, the student, the school district, and the date of taping 	<p>INTRO:</p>
<p>PHYSICAL ACCESS ISSUES: 3-5 MINUTES</p> <ul style="list-style-type: none"> • If student is ambulatory, but has physical access issues, show 1 minute of student walking • If student uses an adaptive switch, show a close-up view of the part of the body used to activate the switch while performing the activation. Also show object, activity, or software that is the target of the switch activation. • Show the student in his/her optimal position using the technology available to him/her such as computer keyboard or mouse, alternative computer input devices, adaptive switches, etc. • Make sure the video describes or shows what type of activity the student is doing on the computer (i.e., copying, typing from dictation, using a program, etc.) 	<p>PHYSICAL ACCESS ISSUES:</p>

<p>COMMUNICATION: 3-5 MIN.</p> <ul style="list-style-type: none">• Show typical communication systems student is now using• Show student communicating with peer• Record student's speech/vocalizations (If the student is able to read, reading aloud for 1-3 min. is a good choice. Describing pictures is another good choice.)• If speech generating devices have been tried, record 10-30 seconds of student using each device	<p>COMMUNICATION:</p>
<p>WRITTEN COMMUNICATION: 2 MINUTES</p> <ul style="list-style-type: none">• Show student using best means of writing• Record student's speech. (Telling a story provides a good speech sample.)	<p>WRITTEN COMMUNICATION:</p>
<p>OTHER CONCERNS AND ADDITIONAL INFORMATION: 2-3 MINUTES</p> <ul style="list-style-type: none">• List other issues you would like us to address (e.g., the student's fingers getting stuck in a keyguard, inconsistent switch activation, unsuccessful use of communication device, etc.)	<p>OTHER CONCERNS AND ADDITIONAL INFORMATION:</p>