



Activity Plan

1. Activity name

Attendance Sign-In

2. Materials

Attendance sign-in sheet (laminated chart paper with ATTENDANCE and "Today's date is..." heading)
Washable marker

3. Environmental arrangement

Attendance sign-in sheet hanging on a low wall within children's reach

4. Sequence of steps

Beginning

Introduce attendance sign-in sheet at circle time to children.
Model how each child will write first name on the sheet after entering the room.
Find a location with children to hang sheet.

Middle

Child will come in room, hang up book bag/coat.
Child will wash hands.
Child will locate the sign-in sheet.
Child will write first name on chart.

End

Child can eat breakfast or engage in free play when the task is complete.

5. Embedded learning opportunities

Follows directions of three or more related steps that are routinely given
Identifies letters
Reads words by sight

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6. Planned variations

Teacher can write with the child hand over hand.

Have the child's name already written on the chart for the child to trace or copy.

7. Vocabulary

Peers' names in print

Attendance

Date

Name

8. Peer interaction opportunities

Have children who are already writing their names model the process for those students who have not yet begun.

Have students help one another with letters.

9. Caregiver involvement

Parents provide verbal praise upon seeing child write name.

Parents may provide a box with small tokens (stickers, books) for children when they complete task.