

## Foundations Workbook

Foundations is ideal for students in middle school to early high school.

The Foundations workbook provides students with an introduction to vocabulary, assessments, and activities related to adult living. Students begin exploring their wants, interests, strengths, and options for adult life including:

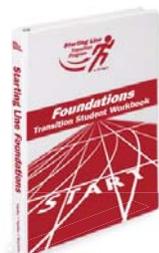
- Education
- Employment
- Independent living



Each student requires their own workbook or PDF license.

### Foundations assessments and activities introduce students to important aspects of adult life like:

- Vocabulary
- Life and employment skills
- Work preferences
- Fostering conversations between parents and students
- Transportation options
- Career paths interview
- Eating healthy
- Setting up at a budget
- Apartment living

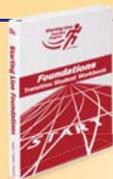


Employment Readiness Skills				
Name:	Date:			
<b>Directions</b>				
Step 1: For each item below, circle the choice on the right that you feel best matches how you are doing on each skill. The choices A, U, S, and N are defined below.				
A=Always U=Usually S=Sometimes N=Never				
Step 2: After you have completed the activity yourself, give this page to at least one parent or caregiver. Ask them to use a different color marker or pen to circle which answer they feel best matches how you are doing in each skill.				
<b>Has a Positive Attitude towards Work</b>				
Keeps a positive attitude when assigned work	A	U	S	N
Cleans up after him/herself	A	U	S	N
Does work around the home without being urged	A	U	S	N
<b>Works Well with Others</b>				
Shows respect for others	A	U	S	N
Does own share of work	A	U	S	N
Cooperates with others when working together	A	U	S	N
<b>Is a Responsible Worker</b>				
Follows verbal and written directions well	A	U	S	N
Asks questions if directions are unclear	A	U	S	N
Stays on task and does a good job whether or not an adult is present	A	U	S	N
Completes tasks on time	A	U	S	N
Next Step: Once you and your parent(s) or caregiver(s) have completed this activity, go to the next page (Pg. 28) and complete the "Activity Journal" for this activity.				



## Imagine Every Student Feeling Confident and Prepared for Their Future Because They Have:

1. Identified their strengths, interests, and needs
2. Explored their future options
3. Learned the skills they need to succeed
4. Practiced making important decisions related to adult life and advocating for themselves
5. Developed a plan that matches what they truly want for their future and are managing their own progress



Foundations

## The Starting Line Program Is the Perfect Solution!



Fast Track

- ▶ The Foundations & Fast Track student workbooks are available in print or as a license for editable PDF's
- ▶ Workbooks contain a variety of assessments, activities, and tasks to prepare students for adult life
- ▶ Workbooks can be used as stand-alone programs or in succession. Workbooks can be done independently by students or as part of a class.

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Students learn about important aspects of preparing for adult life and begin exploring their options

## Fast Track Workbook

Fast Track is designed for students in 10th through 12th grade (also 18-22 yr. olds, corrections, and ALC programs).

The Fast Track workbook provides students with assessments, activities, and tasks to identify meaningful future goals. Then students work with a support team to accomplish their goals by:

- Identifying a plan to meet them
- Developing a timeline for completing tasks
- Managing their progress



Each student requires their own workbook or PDF license.

### Fast Track guides students to complete assessments, activities, and tasks that are essential in preparing them for adult life including:

- Life and employment readiness
- Refining choices
- Researching schools
- Completing applications
- Developing job seeking skills and tools
- Managing money and budgets
- Learning independent living skills
- Paying for school
- Moving out

Students identify their goals and take an active role in managing their progress and achieving them



Learn about Paying Bills	
Paying your bills when they are due will help you in three areas including (1) staying within your budget, (2) keeping good credit, (3) and avoiding late charges.	
When it comes to paying your bills, you will need to track which bills need to be paid AND which bills have been paid. Also, you will need to be able to "balance" your checking or savings account based on the amount of money you earn and what you are spending on your bills.	
This activity will focus on showing you how to make sure your billing statements are correct, tracking when the bills are due, and that you've paid each bill.	
<b>Making Sure Your Statements Are Correct</b>	
When you get your bill or statement each month, check the following items:	
<ul style="list-style-type: none"> <li>&gt; That the amount you paid last month was correctly credited to your account</li> <li>&gt; That the balance and recent charges are correct</li> <li>&gt; When the next payment is due</li> </ul>	
<b>Note:</b> When you get your paycheck "stub", you will also want to check to make sure that you were paid the correct amount of money and that the correct amount of deductions were applied.	
<b>Tracking When Bills Are Due And Have Been Paid</b>	
Set up a system of tracking your bills and when your payments are due. Most people keep track of this in two main ways:	
<ul style="list-style-type: none"> <li>&gt; Using a paper method like filing folders or notebooks</li> <li>&gt; Using a computer file like a spreadsheet</li> </ul>	
<b>Note:</b> Most people use the same method of tracking when the bills have been paid. Here is a quick example of one way of tracking this.	
Name of the Bill	Amount Due