**Reflection Process for Practicum Activities for the**

**Educational Diagnostician Program Academic Portfolio**

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Adapted from The Principal Portfolio, 2nd Edition (2000) by G. Brown and B. Irby

Artifact: 001.1. Review the Legal Framework section that identifies criteria that must be met for all disabilities. Using this information, review 5 special education files of students that meet the criteria for at least one of the disabilities described. Use the file monitoring checklist provided by your district to determine if the files are in compliance.

Describe: Describe the findings for all of the activities.

 After reviewing the state special education folder, I found out that it is very important to keep the files up to date not only to be in compliance with federal and state requirement but to make sure that the students are getting the services they need in a timely fashion.

Analyze: a. Describe the importance of the findings for the activities.

 My diagnostician took time to show me how she organizes the files. Several documents must be included to be in compliance in case of an audit.

b. Include connections to your 5 year goals or desired position.

Part of the duty of a diagnostician will be to check that these files are in order and that the appropriate documentation is included. Some documents included documentation of notices and consents; evaluation reports, protocols, work samples, ARD committee reports, IEPs, timelines, etc.

c. Compare/contrast elements in your findings to your experiences or previous knowledge.

The state file is important to document all the findings regarding the special education eligibility, least restrictive environment, ARD dates, and other important documentation. Parents may ask to access this folder and request copies and may ask to for documents that need to be in the folder. So, it is very important to keep the files current.

Appraise: Critique or describe whether any of your findings were beneficial to you or not.

 This activity was very useful as I had no idea these files were so relevant in the Special Education process.

Transform: a. Describe any future ideas or insights you gained.

 The current activity will help me in the future to know what documents are needed to create a new file and to make sure these files are up to date.

b. Describe future plans for use of the ideas presented, including any changes in your current practices or, describe how the information confirmed your current practices and/or beliefs.

It is my belief that this activity has provided me with insight on best practice for keeping a file current in order to avoid delays providing services to students with special needs.