**Reflection Process**

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

*Artifact: Identify the assignment. (Optional) Include any documents that support your completion of the assignment (documents may be scanned).*

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.

<http://framework.esc18.net/display/Webforms/LandingPage.aspx>

*Describe: Describe the findings for the assignments.*

The legal framework was referenced for the disability categories of autism, specific learning disability, emotional disturbance, intellectual disability, and speech impairment. Looking over the special education files, I discovered that all the disability categories meet the eligibility criteria according to the legal framework. The district is in compliance when appropriately labeling students with disabilities. However, there were several discrepancies when it came to checking off sections of the compliance checklist. The most discrepancies were in the referral section of the checklist. In reviewing the files, I learned the referral files are not keep in the special education folder, but in a separate folder in a separate file cabinet. Many of the files I viewed were of students who transferred from other campuses or school districts. I am not aware of the policy of other school districts, but based on the district compliance checklist the referral information should be located in special education files. All of other sections of the checklist such as initial evaluation, reevaluations, and current IEP dates and documents are in compliance.

*Analyze: a. Describe the importance of the findings for the assignment.*

The findings in this activity were important because organization is the key in building and maintaining a student’s file folder. If the folder is not in compliance with the Legal Framework, the district can be held liable and the child may not be properly serviced.

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

This will be helpful information because part of my goal is to becoming an educational diagnostician to properly evaluate students as well as informing them of how to have valuable information for the parents. Maintaining folders and keeping them organized is a duty that Diagnosticians must perform quite frequently. Special education files are where I will house completed testing protocols and evaluation reports, so I will need to make sure that folders are in compliance at all times. This is associated with my written job descriptions in evaluating students with severe disabilities and assessing students for specific learning disabilities. I have to ensure that each individual meets eligibility criteria and document their disability.

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

Being a general education teacher requires a certain level of organization, but diagnosticians are on a completely different level. They are responsible for so much more paperwork with legal implications.

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

The findings in this case can be beneficial to me in working with parents and children.  I feel that as a diagnostician I need to aware of the legal framework so that I can inform families of not just their options but also their legal rights. Parents have to be informed of their rights and are protected by several legal mandates.

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

The insight that I gained from this activity was that Diagnosticians have a certain amount of accountability and liability when student files are concerned. The legal framework is a very important document to reference and use in being an educational diagnostician

*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.*

I plan to use this framework as a special education teacher to make sure that special education timelines and deadlines are met and files are in compliance.