

**4.4 - Utilization Of Records/ Case Profiles
For Identification, Assessment And
Intervention For Inclusive Classrooms**

❖ As a teacher, one should have the sole responsibility for ensuring that the records are properly maintained and available as needed.

❖ If the school refers child with special needs for an assessment to any NGO/Hospital, the special teacher should make available the records of their work with the child including the resources or special arrangements already available to the child.

❖ The special teacher should maintain the separate database regarding the children with special needs, the kind and degree of disability, age, sex and the profile of each child with special needs.

The profile of each child should contain the following:

- Details of students with special needs e.g. name, father's name, mother's name, date of birth, class, section, residential address, contact phone, details of the family, socio-economic status of the family, any other significant incident/event in the family related to the disability.

- Medical history of the students with special needs e.g. birth details whether normal or operated delivery, timely or delayed milestones of development, ailment usual/chronic, family history of prevalent diseases, if any.

- Medical assessment records along with aids and appliances recommended and provided, surgeries performed.

- Social accomplishments e.g. relationship building, number of friendships, relationship with teachers, neighbours, relatives etc.

- Educational record of the students with special needs e.g. admission number and date, achievement in each class attended, co-curricular activities, achievements in sports, creative arts, etc., teacher comments report and also records of previous school(s).
- Psychological test records along with interpretation.
- Monetary or non-monetary facilities provided in terms of any other scheme and scholarships.
- Parental collaborations/community participation.

