School Psychology Practicum 685  
Checklist and Guidelines for Case study

Instructions:
- Conduct comprehensive evaluations and write report. Child should be one which was referred due to academic or behavioral difficulties.
- **Note:** You will receive an “Incomplete” for this project if Intervention Recommendations do not meet the standards and guidelines described here in the Guidelines and in the Case Study Grading Criteria.
- CHECK off items as you complete them.
- ATTACH this form to your report!

<table>
<thead>
<tr>
<th>Basic Report Guidelines</th>
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<tbody>
<tr>
<td>• Follows the outline provided below</td>
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<tr>
<td>• 8-10 pages, double-spaced</td>
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<tr>
<td>• Concise, precise, succinct</td>
</tr>
<tr>
<td>• Graphs and tables are clear and accurate</td>
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<tr>
<td>• Grammatically correct</td>
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</tbody>
</table>

Use this format when writing your report:

A. Problem Identification and Demographics

- Provides all identifying information, including:
  - Name
  - DOB
  - Grade
  - Age
  - Etc.
- Reasons for referral in observable, measurable terms

B. Description and Analysis:

- Includes all factors which may contribute to presenting problem, such as:
  - Physical/health history
  - Information of development
  - Educational History: previous educational experience (retentions, grades, previous interventions)
  - For English Language Learners, indicate:
    - Language spoken at home
    - Country of birth
    - Number of years lived in this country
    - Previous educational history in primary language
    - Types of education program (bilingual program, ESL support) and proficiency level
    - Impact of his/her primary language on his/her current reading performance

3/17/2011
Results of Assessment:

- Standardized (include standard scores on your report)
- Ecological: CBA, FBA, BOSS, etc.
- Observations
- Interviews

C. Collaboration

- Includes and identifies individuals relevant to student’s educational functioning
- Demonstrates ongoing, collaborative data collection with involved individuals

D. Intervention Recommendations

- Interventions/recommendations should:
  - be based on current research
  - have clear components that are understandable and well described
  - be relevant to presenting problem and/or problems uncovered by assessment
  - be realistic and manageable to implement

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