

## Keeping Accurate Records



As a parent/guardian of a student with special needs, you have gathered a tremendous amount of information from various professionals and service agencies. Each time you seek services for your student, you will be asked to supply information.

As the primary decision maker, observer and advocate for your student, it is to your benefit to keep accurate, up-to-date records. Keep records in a loose-leaf binder with tabbed dividers. Suggested sections for your notebook are:

- Background information
- Developmental history
- Medical history and medical records
- Family health history
- Educational history
- Educational psychologist and therapy reports
- IEP and long term goals and short term objectives (if appropriate)
- Samples of past and present work
- Letters you have written and received
- A record of your contacts with school and agencies
- School progress reports

You may want to take your notebook with you when you attend your student's IEP meeting, or when you visit a new agency or service provider.

- **This will be worth all the time it takes.**
- **Get yourself organized from the start!**