



Tip Sheet #3:



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 child, you will want to keep accurate, up-to-date records to share with the rest of your child's IEP Team. Keeping records in a loose-leaf binder with tabbed dividers helps you efficiently and confidently find what you need to inform your child's team. Suggested sections for your binder 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 will want to take your binder with you when you attend your child's IEP meeting, or when you visit a new agency or service provider.



Yes, this will initially take a lot of time-time it may seem you do not have right now. But if you are organized from the start, you will save yourself hours of frustration!