

Getting on Top of the IEP Paperwork

Monthly Chat with an Attorney webinar
Chesapeake Down Syndrome Parent Group
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By Guyon Morée from Beverwijk, Netherlands - Angry tiger, CC BY 2.0,
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Why organize your child's documents?

- Tells the story of your child's needs and what has been provided.
- Being your child's advocate is overwhelming and it's easy to get caught in the details and/or
 - forget what happened at previous meetings and in previous years
 - forget what kind of progress your child made in the past.
- Coming to the IEP table organized is the most effective way to advocate for your child.

Binder v. Electronic

- In order to decide what will work better for you, consider the following:
 - 1. Do you have a laptop you can bring to meetings?
 - 2. Do documents generally get emailed?
 - 3. Do you have a way to scan?

Getting the complete file

- Consider Requesting your child's complete educational record:
- Written request to principal.
- They will charge you per page. This can get expensive.
- "including but not limited to, his/her confidential file, medical file, psychological file,
- discipline and behavior file, data collection sheets, communication logs and journals,
- occupational, physical and speech therapist logs, reports, notes or graphs, email, inter-
- and intra-office communications and any and all other documents related to or which
- personally identify [student name.]"
- Note: difficult to obtain complete file during school closures.

- Keep a record of events and communications
 - Dates of meetings with school personnel
 - Dates you received key documents (such as notices of meetings)
 - Dates you sent or delivered key documents
 - Dates you gave school personnel important information
 - Memorialize all verbal conversations with email.
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- After organizing your file, make a Table of Contents (Master list) with date, author, document type

What does
your attorney /
education
consultant
need from
you?



Credit: Katie McVey, USFWS. -

<https://www.facebook.com/USInterior/photos/pcb.1072669932786687/1072669569453390/>

Different ways to organize

- Understood.org - [IEP Binder Checklist](#) – has both a video and a PDF download to help you get started.

What do I keep?

- Meeting notice
- **Meeting summary**
- **Approved IEP**
- **Formal assessments**
- Progress reports
- Report cards
- Work samples
- Parental Consent Form
- Communication with schools

Can I throw out anything?

Other documents to add to the binder

- The learning standards/curriculum per the grade your child is attending – available from the school district's website
- For high school and middle school – the course catalog.

- Keep documents clean.
- Don't write on the original.
- Use sticky notes or make a copy and write notes on copy
- Label "Copy."
- Review the documents as you receive them –
 - Review the basic information such as dates and attendees
 - Review major decisions
 - Contact the school if there are any errors or omissions

How do you
stay
organized?



Credit "<https://www.flickr.com/people/34534185@Noo>