Getting on Top of the IEP Paperwork

Monthly Chat with an Attorney webinar Chesapeake Down Syndrome Parent Group June 24, 2020



By Guyon Morée from Beverwijk, Netherlands - Angry tiger, CC BY 2.0, https://commons.wikimedia.org/w/index.php?curid=3406991

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.
- 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 - <u>IEP Binder Checklist</u> – 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

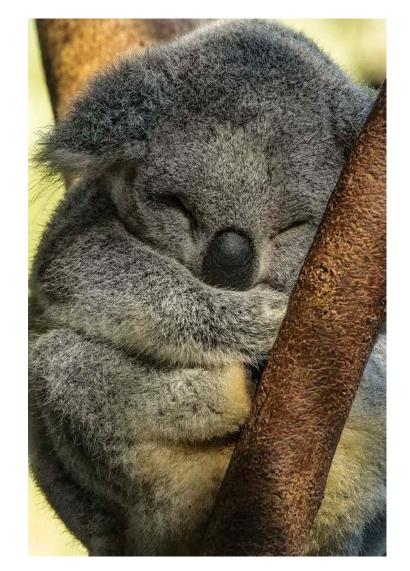
• The learning standards/curriculum per the grade your child is attending – available from the school district's website

• 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?



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