

## **Educational Binder Checklist**

### **Communication**

- School / District Contact List
- Communication Log
- Letters & E-Mails to & from School

### **Evaluations**

- Request / Referral for Evaluation
- Consent to Evaluate
- School Evaluations
- Private Evaluations

### **IEP, Section 504, RTI**

- IEP Federal Rights & Procedural Safeguards
- IEP, 504 Plan, RTI Plan
- Prior Written Notice (IEP)
- Meeting Notes

### **Progress Reports / Report Cards**

- Chronological Progress Reports
- Student Report Cards

### **Sample Work**

- Samples of school work
- Standardized tests (TCAP, ACT, SAT, other tests)

### **Behavior & Social Skills**

- School Handbook
- Teacher Behavior Classroom Requirements
- Notes from Teachers on Student Behavior
- Functional Behavior Assessment (FBA)
- Behavior Intervention Plan (BIP)
- Disciplinary Notices

### **Miscellaneous Information**

- Contact Information for Pediatrician & other Medical professionals
- Medical Records / Treatment (Dates & Details)
- Contact Information for other professional consultants specializing in your child's needs
- Professional Records (Dates & Details)
- Attorney specializing in Educational Law
- Book References
- Websites
- State & National Organizations
- Annual State & National Conferences
- Helpful web-based pages
- Any additional information (journal articles, internet information, handouts, professional business cards...)