

iep binder checklist

If you do not have an IEP Binder, stop everything and go get one (don't panic, this is just a regular binder, you didn't miss anything), we would also suggest dividers. Having one place to organize your child's IEP, and all additional paperwork is a life saver.

Bring binder

Save EVERYTHING, well not everything, but save all correspondence with the school. Saving exceptional and questionable sample work pieces from your child is helpful in discussing initial goals, or goal progress, they are also helpful in explaining or posing a question to the committee. Filing report cards, work samples, a school calendar, etc., in your IEP Binder make it easy for you to access during CSE meetings, and reinforces how committed you are to your child's education.

We divided the contents into 3 general sections: Documents, Communication, and Evaluations. We like to use dividers not only for those 3 general sections, but also for the subsections within them. You may want to have additional dividers or categories for each related service your child receives.

*make it
work for
you*

On this checklist, we have included 4 date sections. You can enter the date when you add the newest version of the document. This is especially helpful when discussing evaluations or correspondence.



iep binder checklist

✓	DOCUMENTS	DATE	DATE	DATE	DATE
	IEP				
	Behavior Intervention Plan				
	Report Cards				
	Student Work Samples				
	School Calendar				
	Meeting Notes				
	Copy of Rights				
✓	COMMUNICATION	DATE	DATE	DATE	DATE
	Contact List				
	Communication Log				
	Correspondence				
✓	EVALUATIONS	DATE	DATE	DATE	DATE
	Request/Referral				
	Consent				
	Evaluations				

