



## Free Special Education Resources, Consultation, Trainings Your Arizona Parent School Connection

### Create a Home File

#### Choose a filing system that works for you.

- A notebook
- An accordion file
- A box
- A tote bag
- A computer
- A drawer
- A filing cabinet

#### Organize your files. Use folders or dividers to separate different sections and subsections.

- Add in the “**Get to Know Me**” section:
  - Pictures of your child with family and friends and participating in their favorite activities;
  - A list of your child’s likes and dislikes—food, activities, toys, friends, pets, etc.; and
  - A summary of your child’s strengths and weaknesses; outline your child’s daily routine.
- Keep **Official Documents** in a safe place and put copies of the following in the file:
  - Birth certificate
  - Social Security card
  - Legal documents—guardianship papers, etc.
- Create a **Directory** of names, phone and fax numbers, e-mail addresses and web sites, include:
  - School district administration—special education director, superintendent, school board
  - Personnel at your child’s school—teachers, principal, nurse, etc.
  - Support service providers—therapists, psychologist, counselor, etc.
  - Respite and day care providers
  - Medical services—doctor(s), hospital, clinic, medical supply company, and pharmacy
  - Transportation services
- Maintain **Communication logs**.
  - Keep a log of incoming and outgoing phone calls—include date, name, title, agency, what was discussed, highlight items on which action was requested, and the date on which action was expected.
  - Keep a log and copies of letters and e-mail you send and the originals you receive.
- Use a **Calendar** to:
  - Keep track of appointments and meetings; and
  - Mark dates when the school was to take action on an issue you discussed with them.

- **Save Education Related Documents.**
  - Past and current Individualized Education Programs (IEPs)
  - Evaluations and assessments
  - Report cards and progress reports
  - Samples of your child’s work
  - Other correspondence from the school
  - Education and disability rights information
  
- **Keep Medical Records and Reports.**
  - Reports from physicians and consultants
  - Diagnostic reports and laboratory results
  - Immunization records
  - A log of hospitalizations; a summary of treatments and results
  - Suggestions for providing medical care
  - Insurance information
  - Family medical history
  
- **Save Developmental Records and Reports.**
  - Reports—any service plans and evaluations
  - Log services and results—what works, what doesn’t
  - Find articles, fact sheets, brochures, guides, etc. about your child’s disability
  
- **Resources for Adaptive and Medical Equipment.**
  - Instruction booklets
  - Service manuals
  - Catalogs

**Other Ideas**

- Keep a six section file folder for **IEP Meetings** that contains the most current copy of the following: communication log; IEP; copies of home and school notebook; and evaluations [e.g. occupational therapy (OT), physical therapy (PT), speech, psycho-educational]. Update each school year.
- Keep a “mini-file” of pertinent information to have on hand for respite and day care providers.
- Keep a scrapbook of achievements, activities, and special events in your child’s life.

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