
How to Organize Your Child's IEP Binder

Suggested materials:

- Three-ring binder
- Tabbed section dividers
- Three-hole punch

At every IEP Team meeting you will receive a copy of paperwork completed at the meeting. It is a good idea to keep all the forms in one place for reference.

Evaluations:

In this section, keep a copy of the evaluation reports that you receive -- Psychological, Speech Language Report, Occupational Therapy, Physical Therapy.

IEP:

Keep the Handbook of Parent Rights in this section. The school will offer you a new copy of this handbook once a year. Since you have the handbook, you can decline a copy. New Handbooks are not printed every year. When the school offers you a Handbook that has been revised, take this one.

In this section, file your child's IEP and the Prior Written Notice (DEC 5) for each meeting related to the IEP. The Prior Written Notice is documentation of the decisions and the rejections from the meeting.

The IEP is updated annually. You may have more than one meeting a year to make changes to the IEP. If so, put the newest IEP and Prior Written Notice (DEC 5) on top.

Progress Reports:

You will receive a Progress Report with each report card (every 9 weeks). This informs you of the progress your child is making on his/her IEP goals. File that in this section.