

# IEP binder checklist

Put the newest items on top in each section.

| Tab                                       | To be updated                                                                                          | Date updated |  |  |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------|--|--|
| <b>Communication</b>                      |                                                                                                        |              |  |  |
| School contact list                       | Yearly, or as new members join the team                                                                |              |  |  |
| Communication log                         | Every time you have a meeting, call, or other important interaction with the school                    |              |  |  |
|                                           |                                                                                                        |              |  |  |
| Letters and emails to and from the school | As often as needed<br>(File after noting them in communication log)                                    |              |  |  |
|                                           |                                                                                                        |              |  |  |
| <b>Evaluations</b>                        |                                                                                                        |              |  |  |
| Request/referral for evaluation           | Every three years, or more often if needed                                                             |              |  |  |
| Consent to evaluate                       | (Tip: Keep this and the referral on top so you can check if the evaluation is done in a timely manner) |              |  |  |
| School evaluations                        | At least every three years                                                                             |              |  |  |
| Private evaluations (if any)              | Every time your child is evaluated privately                                                           |              |  |  |
| <b>IEP</b>                                |                                                                                                        |              |  |  |
| Copy of parent's rights and safeguards    | Yearly                                                                                                 |              |  |  |
| IEP                                       | Yearly, or more often if changes are made<br>(If your child has had a 504 plan, include that too)      |              |  |  |
| Prior written notice and meeting notes    | Yearly, or more often if needed                                                                        |              |  |  |

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| <b>Report cards/progress notes</b>  |                                                                       |              |  |  |
| Report cards and progress reports   | As often as they come from the teacher or school                      |              |  |  |
| <b>Sample work</b>                  |                                                                       |              |  |  |
| Samples of schoolwork               | At least monthly, or as often as you see signs of progress or concern |              |  |  |
| Standardized tests                  | Whenever the results are sent home                                    |              |  |  |
| <b>Behavior</b>                     |                                                                       |              |  |  |
| School handbook and school calendar | Yearly                                                                |              |  |  |
| Behavior intervention plan          | Yearly, or whenever changes are made                                  |              |  |  |
| Disciplinary notices                | Any time your child receives one                                      |              |  |  |