



Build a Timeline to Discover the Story

Don't just organize records. Organize the story.

Each document tells a piece of your child's story. A timeline brings those pieces together to tell the whole story.

Looking at hundreds of pages of records can feel overwhelming. A well-organized timeline helps you identify patterns, understand how decisions have evolved over time, and quickly communicate your child's educational history to teachers, IEP team members, advocates, evaluators, or attorneys.

Step 1: Make a document list

Start by listing every document you have, beginning with the most current and working backward. Include the date of each document and a brief description.

Step 2: Add the important events

As you review your records, add the events that shaped your child's educational journey —evaluations, eligibility decisions, IEP meetings, parent requests, changes in services, school transitions, and other significant milestones.

Step 3: Connect the dots

Don't just record what happened. Briefly explain why it mattered. This is where patterns begin to emerge and the story becomes easier to understand.

Step 4: Keep it current

Each time you receive a new document or an important event occurs, add it to the top of your timeline. Over time, your timeline becomes one of the most valuable tools in your educational binder.

Keep in Mind

There is no "right" timeline.

Some families create a one-page summary. Others build a detailed timeline spanning many years. The goal is not to capture every detail—it's to clearly tell your child's educational story.



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Example of a Timeline

Date	Event/Document	Why it Mattered
May 2026	Annual IEP Meeting	Reading services increased after limited progress
March 2026	Independent Speech Evaluation	Identified pragmatic language concerns not previously addressed
Jan 2026	Requested additional evaluation	Concerns about executive functioning documented in writing
Nov 2025	Q1 Progress Report	Reading goal progress significantly below expected rate
Aug 2025	Started 4 th grade	New teacher and support staff assigned
May 2025	Annual IEP Meeting	Services continued, accommodations updated
Feb 2025	OT Evaluation	Fine motor concerns documented
Oct 2024	IEP Amended	AT added
Mar 2024	Initial Evaluation	Found eligible under SLD
Jan 2024	Requested Evaluation	First written request submitted to the district