

IEP BINDER

Checklist

FOR PARENTS

What will I need to get started?

- Large 3 ring binder
- Dividers
- Copies of all IEP Related Documents

Copy of your Parental Rights and Safeguards

- You will receive a copy at the start of each annual IEP meeting. Keep a copy here so that you can always reference them. It will also save you from receiving multiple copies.

Most Recent IEP

- This should be the first tab. You should have an updated IEP each year. All previous IEPs should be stored in a separate binder. If you need a copy of any previous IEPs, please contact your Case Manager and they can print you a copy.

Evaluations and Reports

- Keep all evaluations and reports in this section. This includes FBAs, BIPs, AT/AAC Evaluation, TSNA Assessments, etc. You may even want to keep your child's most recent Triennial IEP in this section for ease of reference.

Communication

- This is a place to keep all communication throughout the year in one place. Use this section as an "address book" so you can keep the contact information for the entire team and school. You can also keep a daily schedule and the services schedule here. Remember to save all electronic communication. You may want to print out, and place in this section, anything that is important or relevant to the IEP meeting.

Sample Work and Data

- This is a great place to keep work samples from home, outside therapy or tutoring that you want to share with the team. If you are working at home with your child, you can also add in anything they are working on at home.

Katie Merritt
Education Specialist, Master IEP Coach® and IEP Consultant
www.Katie-Merritt.com
KatieMerritt.IEP@gmail.com

