

## **Allison Notebook Tabs**

### **Tab 1: Cheat Sheets or Information**

This tab contains the numbers and papers that help you understand the rest of the notebook. In mine, I've got the directions to Infinite Campus, Lunch Money website, Parent Rights, names of all the kids in the class, directory of all the teachers and professionals working with my child, the GRLS guide to abbreviations

### **Tab 2: Current IEP**

Just the current IEP. I put a sticky note on the page that describes the amount of time per day that services are given. You need that page for filing for the Katie Beckett Medicaid.

### **Tab 3: Evaluations**

Any reports (medical or educational) that evaluate your child's abilities. In this one I have the school and independent Psycho-Educational Evaluation, CRCT scores, Speech and Language Pathology evaluation, Occupational Therapy evaluation, and Lexile reading scores.

For the Katie Beckett Medicaid application, I put a sticky note at the place in the scores that show how my child performs in the following categories: language/speech, mobility, self direction, self care, age appropriate ability to live, IQ score. The self direction, self care, and age appropriate ability to live are all called "adaptive" skills.

### **Tab 4: Progress Reports and Report Cards**

Every 4 ½ weeks I get a progress report or a report card. This is a place I can store them all.

### **Tab 5: Financial**

The Katie Beckett Medicaid application has a financial part within it. Instead of keeping all the pertinent financial information, I simply put the SSI determination letter under this tab. I turn a copy of it on all Katie Beckett applications, regardless of whether they ask for it or not. I do not keep copies of tax returns, pay stubs, policies, IRA information, etc.

### **Tab 6: Medical**

Medical history for your child. For me, I take the superbills from each of my children's appointments, write on the back what was done, and file them here. Also, blown up copy of your insurance card, prescriptions, recommendations, diagnoses explanations, therapy notes, contact information (duplicate in Tab 1: Cheat Sheets).

### **Tab 7: Communication**

Communication between you and the school or health provider. Again, I keep only those communications that make a dramatic impact on my child's health or education. I put in emails, notes from meetings, notes from phone calls.

### **Tab 8: Work Samples**

Any graded homework, tests, or other documents you want to keep that chronicle your child's efforts at school. I use page protectors to gather small art or booklets. In this tab I do keep enough of the graded work for my child to be able to give examples of my concerns at teacher conferences.

### **The big PURGE**

At the end of the school year (or beginning of the next school year), I purge out the material to get ready for the new school year. I rewrite all the pertinent contact information for the new teachers and classmates in Tab 1. I make sure the current IEP is in Tab 2. I take out all the papers in Tab 4, 7, and 8 and put all of these in another folder. I label the folder the particular grade it was for, and file away in long term storage – either family records filing cabinet, or a purchased carryall for hanging folders.