

Quick Tips for Individualized Education Plans (IEPs) and Record Keeping

Individualized Education Plans

1. Request an Individualized Education Plan (IEP) meeting if you would like one initiated or changed in writing.
2. Submit any documentation of your child's diagnosis or change in condition that needs to be included in the IEP with the meeting request.
3. Make sure you are aware of your parents' rights prior to the meeting.
4. It may be helpful to bring an advocate to help stay on task during the IEP meeting since it can be a very overwhelming experience.
5. Bring a list of your child's behaviors, academic goals, or what you would like to see improved or addressed. This will help with including the specifics when determining goals. Make sure the goals begin at the level your child is currently at and allows your child to show realistic progression toward it.

How to Keep Records

Keep at least a 1-inch binder with the following records organized by dividers and labeled appropriately in addition to electronic records:

1. Student Report Cards
2. Medical and/or Psychological Provider Documentation
 - a. Primary Care
 - b. Psychological (evaluations and re-evaluations)
 - c. Psychiatric
 - d. Specialists such as ABA, counselors, therapists, or other providers such as endocrinologists.
3. List of Current Medications
4. Copies of previous IEPs based on school and year.
5. Incident Documentation
 - a. This can include contacts with the school regarding incidents, restraint documentation, suspensions, the days you had to come to the school or address and incident along with who was involved and the details of the incident or any other pertinent information.

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