

# Getting Organized!



## How to organize your child's special education documents!

### SUPPLIES:

- 4 inch binder
- Dividing tabs
- Notebook
- Print the four links below!

If you need assistance organizing your student's materials, don't hesitate to reach out and we will be there to guide you through this process!

*Understood.org provides families with a wealth of tools to use in preparing and maintaining your student's IEP related documentation.*

1. IEP binder checklist: Print this tool and use it to organize your student's IEP binder with corresponding tabs.

[https://assets.ctfassets.net/p0qf7j048i0q/36i2xR7zdUv8DCRFgkiNOd/2e79cd31bb042b71b3b54be931a62bb8/IEP\\_Binder\\_Checklist\\_Understood.pdf](https://assets.ctfassets.net/p0qf7j048i0q/36i2xR7zdUv8DCRFgkiNOd/2e79cd31bb042b71b3b54be931a62bb8/IEP_Binder_Checklist_Understood.pdf)

2. School Contact list:

[https://assets.ctfassets.net/p0qf7j048i0q/507be9a2afae418a84866b5f0ee8e0a4\\_en-US/0628505a7466e7b9722d9a6be779eaa7/ContactListWhotoCallatYourChildsSchool.pdf](https://assets.ctfassets.net/p0qf7j048i0q/507be9a2afae418a84866b5f0ee8e0a4_en-US/0628505a7466e7b9722d9a6be779eaa7/ContactListWhotoCallatYourChildsSchool.pdf)

3. Parent Communication Log: Use this form to document communication with your child's providers

[https://assets.ctfassets.net/p0qf7j048i0q/9a14750dfeca43e6a5fb22878932a68e\\_en-US/13fef5f090de199a7525d3630a174859/ParentTeacherCommunicationLog\\_ENG.pdf](https://assets.ctfassets.net/p0qf7j048i0q/9a14750dfeca43e6a5fb22878932a68e_en-US/13fef5f090de199a7525d3630a174859/ParentTeacherCommunicationLog_ENG.pdf)

4. IEP Tracker: keeping track of your student's progress is an ongoing process, so this tool might be helpful.

[https://assets.ctfassets.net/p0qf7j048i0q/6lzRGGsmsxrp1sCjFuDEg0/c9f91f9fc774590f7e679e4bb797f033/IEP\\_Goal\\_Tracker\\_Understood.pdf](https://assets.ctfassets.net/p0qf7j048i0q/6lzRGGsmsxrp1sCjFuDEg0/c9f91f9fc774590f7e679e4bb797f033/IEP_Goal_Tracker_Understood.pdf)

1/19/2021 Reference: <https://www.understood.org/en/school-learning/special-services/ieps/how-to-organize-your-childs-iep-binder>