

A Checklist of Types of Records a Parent Needs to Keep

It's critical to keep organized files and/or a notebook about your child's school experiences. Use this checklist as a way to organize your child's school paperwork for important meetings with teachers, counselors, specialists, or administrators.

Once completed, attach this document to the front of your folder or notebook, for quick scanning before meetings.
Hint: It can be helpful to keep records in chronological order.

Item to Keep on File

Report cards and progress reports
Standardized test scores
Evaluation results
Medical records related to disability or ability to learn
Individualized Education Programs (IEPs) and other official services plans such as 504 plans
Awards received by the child
Notices of disciplinary actions
Notes on your child's behavior or progress
Letters or notes to/from the school or teacher, special educators, evaluators, and administrators
Notices of meetings scheduled
Student handbook and policies
Attendance records
Calendar of meetings
Samples of schoolwork
Other: _____

In your files or notebook, use a log to keep track of your communications with the school, including:

- Records of meetings and their outcomes
- Dates you sent or received important documents
- Dates you gave the school important information
- Dates of suspension or other disciplinary action
- Notes on telephone conversations (including dates, person with whom you spoke, and a short description of the conversation)