



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)