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Fast Facts

Organize Your Child's Records

The special education system generates mountains of paper. You need a simple, foolproof document management system. For each year of your child's education, start an accordian file with 12 sections. Label the sections with the following titles and file your documents. It's that

1. Assessments/Assessment Plans

2. Assessment Protocols

3. Medical/Doctor Records

4. I.E.P.'s

5. Student Reports (Progress, Attendance, Report Cards, Credits & Transcripts)

6. Emails

7. Correspondence

8. Attorney Communications

9. Settlements/Agreements

10. Receipts

11. Notes

12. Misc.

For more information: logon to www.NAVlaw.net/fastfacts