



GET ORGANIZED & START ADVOCATING

Getting Organized for Your Child:

Here are some tips and helpful suggestions on organizing important information about your child, their learning needs and all school-based records and documentation.

• **Keep an Advocacy Binder or Notebook**

Collecting and organizing your child's information can be as easy as buying a three-ring binder and regularly adding documents in chronological order. Or you might consider creating tabbed sections to further categorize the information. Be sure to add an adorable photo of your child to the cover!



Be sure to include:

- Report Cards
- State Assessments
- School Transcripts
- IEP/504/Other Educational Plans
- All Progress Reports
- Evaluation Reports
- Samples of Homework Assignments
- Samples of Class Work
- Test/Quizzes
- Letters from School
- Emails from School Staff
- Records of Phone or In Person Conversations

• **Always Communicate in Writing**

It is very important to keep detailed records of all school-based correspondence, communications and requests. By keeping organized and being consistent with your documentation, you can effectively stay on top of your child's educational progress and hopefully avoid any miscommunications with school staff. If a conversation with staff occurs in the hallway, school yard or on the phone, be sure to follow up with an email recapping that discussion so that you have a formal account in writing.

• **Organize Your Resource Information**

Invest time in learning all you can about your child's learning disability and seek out organizations that can be helpful along your journey. Search out resources to help you understand what current research recommends. Subscribe to a publication on the subject of education in order to keep abreast of current policy. Learn about the special education laws both at the federal and state levels.

• **Observe and Record**

Keep a log or notebook available to jot down your thoughts during homework time, study sessions or reading time with your child. Document your daily observations of your child at home and of the school observations given to you by the teacher. Ask your child to share their thoughts and feelings about class and their experiences. All of these observations are important contributions to team decision making.