

Organization 101



Education Binder Set-up

An effective advocate needs to be organized! Your Education Binder is a major tool in being an effective advocate for your child. There is no one way to get organized. The key is to find something that works for you. This set-up is a way to get started! Thanks to PIC Volunteer Advocate Kimberly Clementi who created this easy-to-use system.

Organization 101



Materials:

1 three ring binder (larger than 1 inch!)

1 set of divider tabs (at least 6)

A three-hole punch

Materials provided in this packet

To Begin:

- Label the tabs for your binder:
 1. IEP
 2. Evaluations
 3. Contact Logs
 4. Meeting Logs/Notes
 5. Documentation
 6. Samples/Resources

- Pull together all the paperwork you have. Sort it into these categories; filing the papers with the newest / most recent date on top. (If you have several years worth of materials, I would use this binder for the last three years and have a separate binder for the older documents filed in the same way.
 1. IEP
 2. Evaluations (any evaluation done on your child)
 3. Contact Logs (a sample log has been provided for you)
 4. Meeting Logs/Notes (your notes and logs- a sample log has been provided for you)
 5. Documentation (any letters you receive or send to anyone involving the education of your child; include Written Prior Notices, IEP meeting invites, etc.)
 6. Samples/Resources (samples and resources that have been provided or that you find on your own.

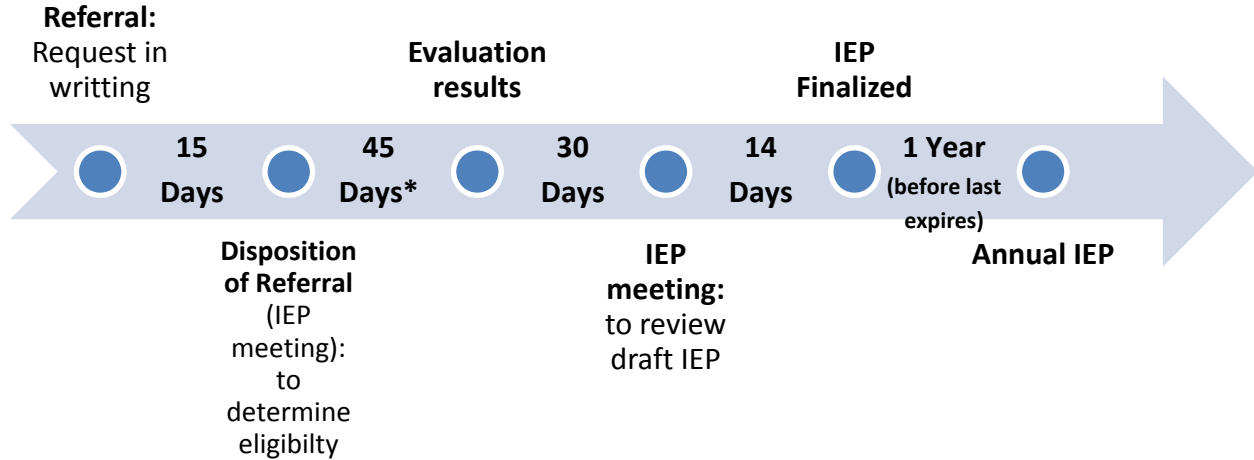
Now you have completed the one of the most important steps!

Contact List

| | |
|---------------------------------|-----------------------|
| My Child's School | Mailing Address: |
| | Phone: |
| | Fax: |
| | Contact Names: |
| School District | Mailing Address: |
| | Phone: |
| | Fax: |
| | Contact Names: |
| Superintendent | Mailing Address: |
| | Phone: |
| | |
| | |
| | |
| | |
| | |
| Parent Information Center (PIC) | Phone: (603) 224-7005 |

BASIC FACTSHEET

IEP Time Line



In addition:

- *With the 45 day period for evaluations, the school can ask for one 15 day extension with parental consent.
- LEA must provide advance written notice 10 days before an IEP meeting and 5 days before a manifestation meeting.
- Anytime an IEP meeting is requested, the LEA must respond in 21 days.

Always remember:

If it is not in writing, it did not happen!

Document everything!

| Members of an IEP Team <i>(must include)</i> | | | | | | | |
|--|--------------------------|---|---|---------------------------|--|---|--|
| Parent / Legal Guardian | Child (when appropriate) | At least one Regular Education Teacher | At least one Special Education Teacher or Service Provider | LEA Representative | Person who can explain the evaluations fully | Person knowledgeable about vocational program | Others that have specific knowledge of the child |

The only thing you need to sign at any meeting is the attendance sheet, everything else you can bring home and review for 14 days before signing!

Evaluations

These are the types of evaluations. In the spaces, keep a list of the types of tests your child has had & the year.

| Type of Evaluation | Test Name | Date | Notes: |
|------------------------------------|-----------|------|--------|
| Review of educational records | | | |
| Observations | | | |
| Review of student work | | | |
| Medical, Vision, and Hearing | | | |
| Developmental and Social History | | | |
| Fine and Gross Motor Evaluation | | | |
| Adaptive Behavior | | | |
| Speech and Language Assessment | | | |
| Intellectual Ability or "IQ" tests | | | |
| Assessment of Academic Skills | | | |
| Social and Emotional Testing | | | |
| Behavioral Testing | | | |
| Psychiatric Testing | | | |
| Other | | | |

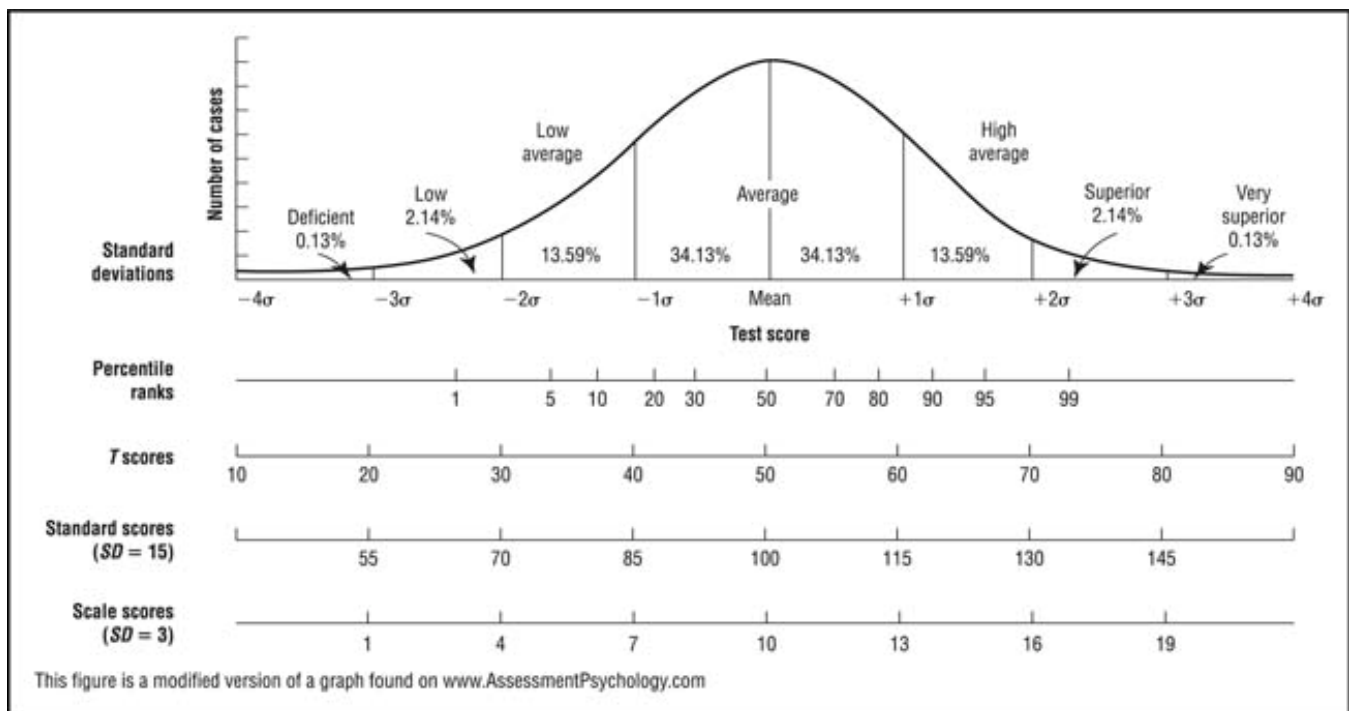
Evaluations

Evaluation Checklist:

(use this checklist when reading through an evaluation)

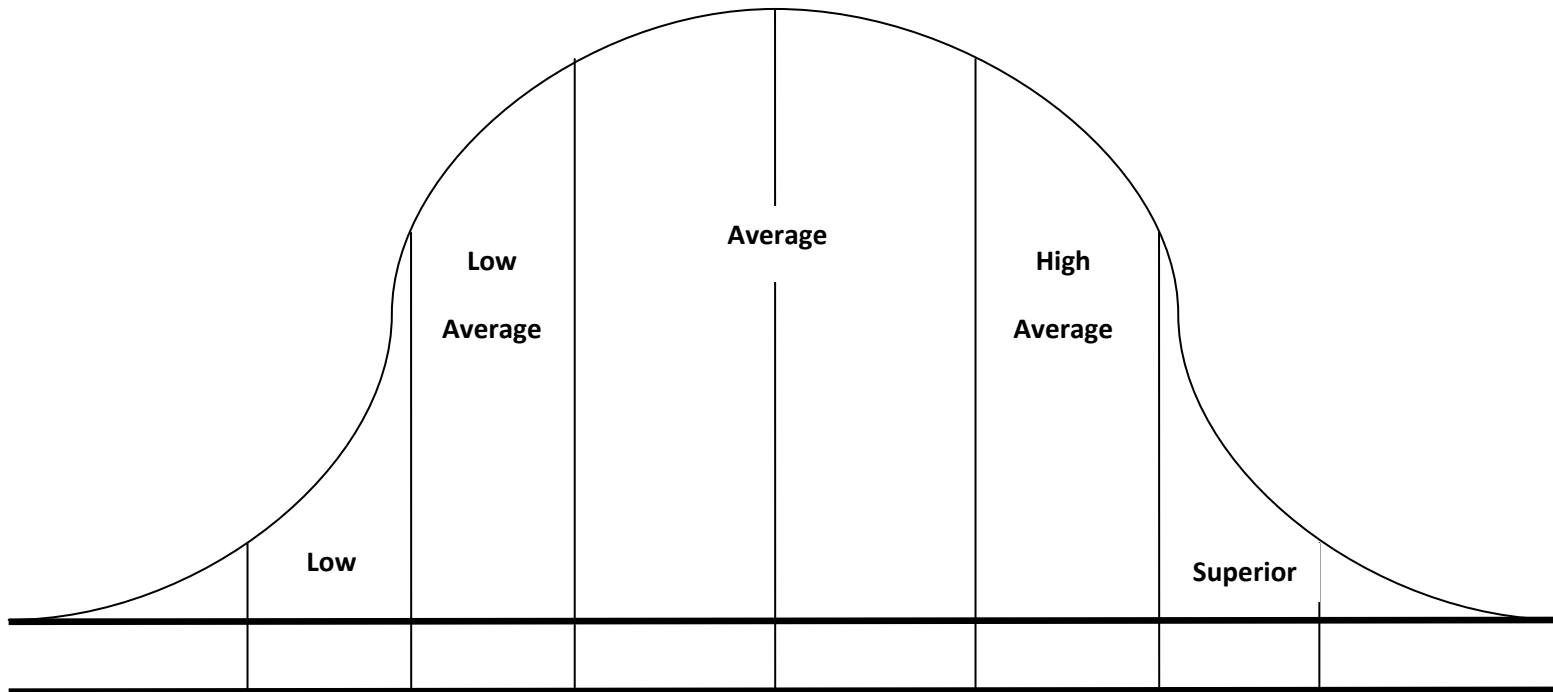
- WHO;** who conducted the evaluation? Are they qualified?
- WHAT;** what did the evaluation test for? Did it accurately assess the concerns you had?
- WHERE;** where was the evaluation conducted? Was it in the back of a noisy classroom or in a quiet workspace?
- WHEN;** was the test conducted in one day or in many sittings? Was that necessary and why? Does that give evidence to the issues you have brought up?
- HOW;** how were the conclusions drawn? Do you understand the results?
- WHOA;** stop for a minute and ask yourself, "Does this sound like my child"?

Plot your results on a Bell Curve to see the whole picture:



You can plot your scores on the provided Bell Curve Sheets.

Bell Curve for Plotting Test Scores



| | | | | | | | |
|-----------------|----|----|----|-----|-----|-----|-----|
| SD | -3 | -2 | -1 | 0 | 1 | 2 | 3 |
| % | | 2 | 16 | 50 | 84 | 98 | |
| Stanines | | 1 | 3 | 5 | 7 | 9 | |
| Standard Scores | 52 | 68 | 84 | 100 | 116 | 132 | 148 |
| | 55 | 70 | 85 | 100 | 115 | 130 | 145 |
| | 18 | 24 | 30 | 36 | 42 | 48 | 54 |
| | 1 | 4 | 7 | 10 | 13 | 16 | 19 |

| | | |
|---|---------------|---|
| Date: | Notes: | Follow up needed? YES / NO |
| Contact name: | | Action taken: |
| Type of contact: <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In-person | | <input type="checkbox"/> Letter sent on _____ Meeting requested YES / NO <input type="checkbox"/> Email sent on _____ <input type="checkbox"/> Phone Call made on _____ <input type="checkbox"/> Meeting date set for _____ <input type="checkbox"/> Other _____ |
| Date: | Notes: | Follow up needed? YES / NO |
| Contact name: | | Action taken: |
| Type of contact: <input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In-person | | <input type="checkbox"/> Letter sent on _____ Meeting requested YES / NO <input type="checkbox"/> Email sent on _____ <input type="checkbox"/> Phone Call made on _____ <input type="checkbox"/> Meeting date set for _____ <input type="checkbox"/> Other _____ |
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| | | |
|-------------------------|----------------------|----------------|
| Date of Meeting: | Participants: | Agenda: |
| | | |
| | | |
| | | |
| | | |
| | | |

| Topic | Discussion | Team Decision | By Whom | When | Follow Up |
|-------|------------|---------------|---------|------|-----------|
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Dear _____,

I am making a formal request that an IEP meeting, concerning my child
_____ be scheduled and convened within 21 calendar days to
discuss the following issues:

I am making this request in conformance with Ed 1109.06 (b) & (c) in the NH Rules for
the Education of Children with Disabilities (in effect June 30, 2008).

I appreciate your willingness to meet with me to discuss my concerns. The following dates
and times would be most convenient for me:

I look forward to hearing from you; here is my current contact information:

Sincerely,

(Please include this letter in my child's file, Thank you)

__ / __ / ____

Dear _____,

I am making a formal request for a complete educational evaluation for my child,
_____, who is a student at _____.

I am making this request because I believe that my child may have educational
disabilities. Some issues that should be addressed in your evaluations are:

I understand that you will contact me in writing to set up a team meeting date so that
the team can make the necessary decisions about my concerns within 15 days. Please
let me know if I can provide any additional information to assist you in better
understanding my child's needs. I look forward to hearing from you; here is my current
contact information:

Sincerely,

(Please include this letter in my child's file, Thank you)