

Keeping Good Records Helps Special Education Stay on Track

Good record keeping is an essential part of the special education process. Parents should save important records in an organized way to use for special education planning and to keep track of their child's educational progress.

Special education records to keep include:

- Individual Education Program (IEP)* (the current IEP and at least the past two IEPs)
- All school Evaluation Summary Reports
- IEP progress reports
- Procedural Safeguards Notice
- Signed release of information forms
- Notes from IEP meetings and conversations with team members
- Records of telephone calls made and meetings attended
- Copies of evaluations done outside of the school
- Meeting notices

Regular education records to keep include:

- Report cards
- Statewide and districtwide assessment scores and reports
- Awards and samples of schoolwork
- Attendance and health records
- Annual student handbook
- Behavior reports (including bus reports, detention, suspensions)

Parents have many different ways to organize their child's special education records. The key is to find a system that works best for you. Parents may want to request PACER Center's *Special Education Record-keeping Folder* (one free to parents upon request; available in English, Hmong, Spanish, and Somali).

*All references to IEPs (Individualized Education Programs) include IIPs (Individual Interagency Intervention Plans) and IFSPs (Individual Family Service Plans).

Submitted by Carolyn Anderson, PACER Parent Advocate and parent of two young adults with disabilities. This article is the fifth in a series sponsored under a grant from the Minnesota Department of Education.