

Record Keeping Supports Parent Participation in Special Education Planning

Record keeping helps you keep track of your child's educational progress and changing educational needs, your communications with the school district, and the many different documents related to your child's growth and development through the school years.

Developing an organizational system for your child's records is an effective way to prepare for Individualized Education Program (IEP) team meetings. Consider the following categories as you develop an organizational system that works for you:

Current special education program

- Current Individual Education Program (IEP*)
- Current Positive Behavior Support Plan (PBSP), if applicable
- Most recent Evaluation Report completed by the school district
- Meeting Notices, Prior Written Notices (PWN), and copies of signed Parental Consent/Objection forms related to the current IEP year
- Copies of signed Consent to Release of Information forms currently in effect
- Procedural Safeguards Notice

Past special education records

- Prior IEPs and PBSPs
- Prior Evaluation Reports completed by the school district
- Meeting Notices, PWNs, and copies of signed Parental Consent/Objection forms related to previous IEP years

Home and school communication

- Notes from IEP team meetings, parent teacher conferences, and other school meetings
- Contact log of telephone calls and in-person conversations with teachers, IEP service providers, and administrators
- Email correspondence with school staff
- Home-school communication system (school-wide, classroom-based, or developed with the IEP team specifically for your child)

Report cards and test results

- General education report cards
- IEP progress reports
- District and state-wide assessment results (examples: MAP; MCA)
- Standardized test scores related to post-secondary planning (examples: ACT; SAT; Accuplacer)

**All references to an Individualized Education Program (IEP) also apply to students receiving special education services on an Individual Family Service Plan (IFSP).*

Awards and examples of growth

- School awards
- Samples of schoolwork, including assignments, projects, and tests that demonstrate struggles and strengths
- Awards and achievements earned from community organizations
- Documents related to your child's involvement and engagement in activities in the community, especially those that connect to their interests and what motivates them

Other important records

- Attendance records
- Behavior reports and discipline records
- Annual school district student and parent handbooks
- Health/medical records
- Private assessments
- Individualized plans for your child developed by outside agencies (Examples: Individual Service Plan developed with a provider of home and community-based services through a waiver; Individualized Employment Plan developed with a Vocational Rehabilitation Counselor)

Resources

☐ ***Special Education Record Keeping Folder***

This folder organizes school paperwork in six tabbed sections to support parent participation in special education planning. Available in English, Hmong, Spanish, and Somali. \$10 each set – one free to parents upon request. (PHP-a5)

☐ ***Children's Mental Health Parent Folder***

A folder with information for parents on what records, reports, and email communication from the school and mental health provider(s) to keep. A communication log is also provided. \$2 each – one free to parents upon request. (MPC-6cmh)

☐ **[Keeping and Organizing Medical Records](#)**

Keeping copies of your child's medical records is an important part of your role as your child's advocate. Tips from PACER for how to get copies of medical records, what to keep, and how to organize it. Free to download.

☐ **[School Records and Parents' Rights](#)**

Overview of parents' rights regarding school records under the Individuals with Disabilities Education Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), and the Minnesota Government Data Practices Act. Free to download.

☐ **[School Health Records: Privacy and access](#)**

Under Minnesota and federal law, school health records are considered educational records. Information about your and your child's rights to privacy and access. Free to download.

☐ **[IEP Meeting Checklist for Parents](#)**

A checklist of strategies to use before, during, and after the next IEP team meeting to support your participation and engagement. Free to download.

☐ **[IEP Team Meeting Planner](#)**

A planning tool that helps you outline priority concerns, questions, and your goals for the next IEP team meeting, and keep track of outcomes. Free to download.