

Paperwork for Families: Let's Get Organized!

WORKSHOP OUTCOMES

- To gain a better understanding of the important documents that pertain to your child's educational program.
- To maintain educationally relevant documents in an organized manner.
- To effectively participate in school meetings and discussions regarding your child's educational services.




What SPAN Provides

- TRAINING
 - TECHNICAL ASSISTANCE
 - INFORMATION
 - SUPPORT
- ...to parents of children with disabilities and special health and emotional needs, or who are at risk of inappropriate classification.

How Do Parents Benefit?

SPAN assists parents to:

- Communicate more effectively
- Increase knowledge
- Participate in decision-making
- Be informed about their child's disability/special health care needs
- Meet other parents



VISIT US AT WWW.SPANNJ.ORG



Supporting Parents Through Disadvantaged Areas

SPAN E-NEWSLETTER – SIGN UP TODAY!
Go to www.spannj.org and subscribe to ensure great articles, resources and information are delivered right to your inbox.

Facebook: "LIKE" us on FACEBOOK facebook.com/parentadvocacynetwork
Join the conversation and make connections.

YouTube: Subscribe to our YouTube channel at youtube.com/SPANNewjersey
Watch video clips to learn more about SPAN and discover important information for families.

Pinterest: Find us on PINTEREST pinterest.com/spanadvocacy
Check our boards for resources and information you can use and share.

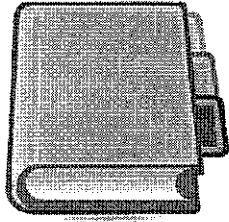
Twitter: Follow us on TWITTER @SPANadvocacy twitter.com/SPANadvocacy
Stay connected and find out when and where SPAN trainings and events are happening.

WHY CREATE A BINDER?

- To manage all the paper
- To organize your records
- To easily identify what's missing
- Provides a snapshot of your child's educational services
- Helps to prepare for school meetings


BINDER COMPONENTS

- Student Information
- Evaluations
- Work Samples
- IEPs
- Meeting Notes
- Progress Reports
- Health Records
- Contacts
- Correspondence
- Phone Logs
- Calendar
- PRISE
- NJ Administrative Code




STUDENT INFORMATION

- Pictures
- Positive Student Profile
- Information from others



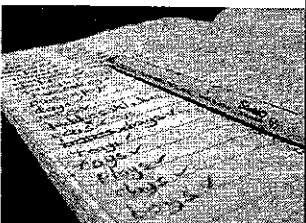
EVALUATIONS

- Keep in chronological order with the most recent on top.
- Separate by type
- Read, review and collect information
 - Highlight strengths and needs




WORK SAMPLES

- Help to demonstrate levels of functioning
- Help to monitor progress from year to year
 - Writing samples
 - Tests & Quizzes
 - Homework
 - Artwork



IEP



- Keep in chronological order with the most recent on top.
- Tab sections
 - PLAAFP
 - Goals & Objectives
 - Related services
 - Accommodations/Modification
 - Supports
 - Placement rationale
- Be sure to include parental concerns

MEETING NOTES

- Take notes at all meetings
- Be sure to write down everything you need to follow up on:
 - Calls
 - Meetings
 - Testing
 - More information

PROGRESS REPORTING

REPORT CARD

A _____

A _____

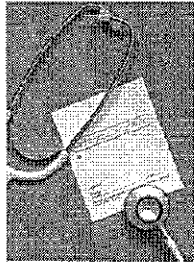
A _____

A _____

- Report cards
- Progress reports
- Interim reports
- Other school communications

HEALTH RECORDS

- Make sure IEP includes Individualized Health Plan (IHP) if applicable.
- Keep copies of doctors notes, prescriptions, recommendations, etc.
- Share important medical information with school – ie: allergies, chronic illnesses, etc.



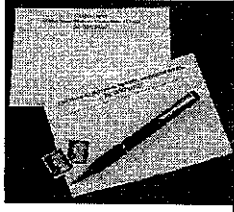
CONTACTS

Keep current contact information for key people easily accessible as you will use this information frequently.

	WHAT TO COLLECT:
<input type="checkbox"/>	• Name
<input type="checkbox"/>	• Phone
<input type="checkbox"/>	• Email
<input type="checkbox"/>	• Contact Preferences
	FOR WHO:
<input type="checkbox"/>	• Teachers
<input type="checkbox"/>	• Principal
<input type="checkbox"/>	• Case Manager
<input type="checkbox"/>	• Director of Special Services
<input type="checkbox"/>	• Superintendent of Schools
<input type="checkbox"/>	• Board of Education members
<input type="checkbox"/>	• County Supervisor of Child Study
<input type="checkbox"/>	• NJ Department of Education (NJDOE)
<input type="checkbox"/>	• Disability Rights New Jersey (DRNJ)
<input type="checkbox"/>	• Statewide Parent Advocacy Network (SPAN)

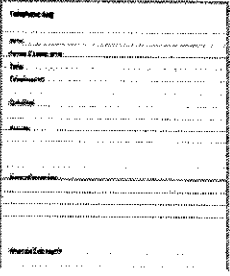
CORRESPONDENCE

- Written documentation helps to avoid misunderstandings.
- Follow up verbal conversations with a written note.
- Keep copies of ALL correspondence, including email.
- Make sure to date your communications.
- Hand deliver and get a signature OR send return receipt requested to ensure delivery.



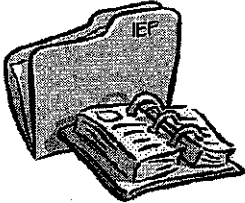
PHONE LOGS

- Document all phone conversations by completing a phone log form.
- Keep forms in chronological order in your binder.



CALENDAR

- Keep a calendar in your binder to note important dates
 - IEP meetings
 - Evaluations
 - Parent Teacher Conferences
 - Back to School Nite
 - School activities



CONTACT LIST - _____

TITLE	NAME	PHONE	EMAIL	CONTACT PREFERENCES
SPAN	Technical Assistance	800-654-7726	www.spannj.org	Daytime preferred- message anytime
CASE MANAGER				
PRINCIPAL				
ASSST. PRINCIPAL				
SECRETARY				
SPEECH THERAPIST				
OT				
PT				
BEHAVIOR SPECIALIST				
COUNSELOR				
TRANSPORTATION				
DIR OF SPECIAL SVCS				
SECRETARY TO DIRECTOR				
504 COORDINATOR				
SCHOOL NURSE				

Telephone Log

Date:

Person I spoke with:

Title:

Telephone #:

Question:

Answer:

More information:

What do I do next?

