

# IEP binder checklist

Put the newest items on top in each section.

Tab	To be updated	Date updated		
<b>Communication</b>				
School contact list	Yearly, or as new members join the team			
Communication log	Every time you have a meeting, call, or other important interaction with the school			
Letters and emails to and from the school	As often as needed (File after noting them in communication log)			
<b>Evaluations</b>				
Request/referral for evaluation	Every three years, or more often if needed			
Consent to evaluate	(Tip: Keep this and the referral on top so you can check if the evaluation is done in a timely manner)			
School evaluations	At least every three years			
Private evaluations (if any)	Every time your child is evaluated privately			
<b>IEP</b>				
Copy of parent's rights and safeguards	Yearly			
IEP	Yearly, or more often if changes are made (If your child has had a 504 plan, include that too)			
Prior written notice and meeting notes	Yearly, or more often if needed			

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<b>Report cards/progress notes</b>				
Report cards and progress reports	As often as they come from the teacher or school			
<b>Sample work</b>				
Samples of schoolwork	At least monthly, or as often as you see signs of progress or concern			
Standardized tests	Whenever the results are sent home			
<b>Behavior</b>				
School handbook and school calendar	Yearly			
Behavior intervention plan	Yearly, or whenever changes are made			
Disciplinary notices	Any time your child receives one			