

# 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-Eadon 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!

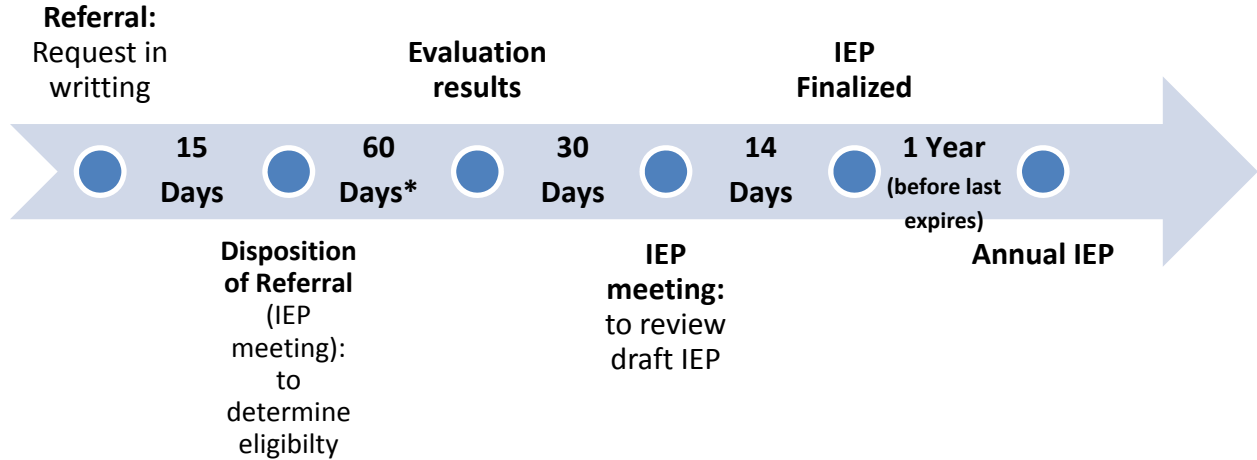
## Contact List

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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:

- \*For re-evaluations only, the school district can ask for parental consent for an extension of up to 30 days
- 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>							
<b>Parent / Legal Guardian</b>	<b>Child</b> (when appropriate)	At least one <b>Regular Education Teacher</b>	At least one <b>Special Education Teacher</b> or Service Provider	<b>LEA Representative</b>	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

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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			

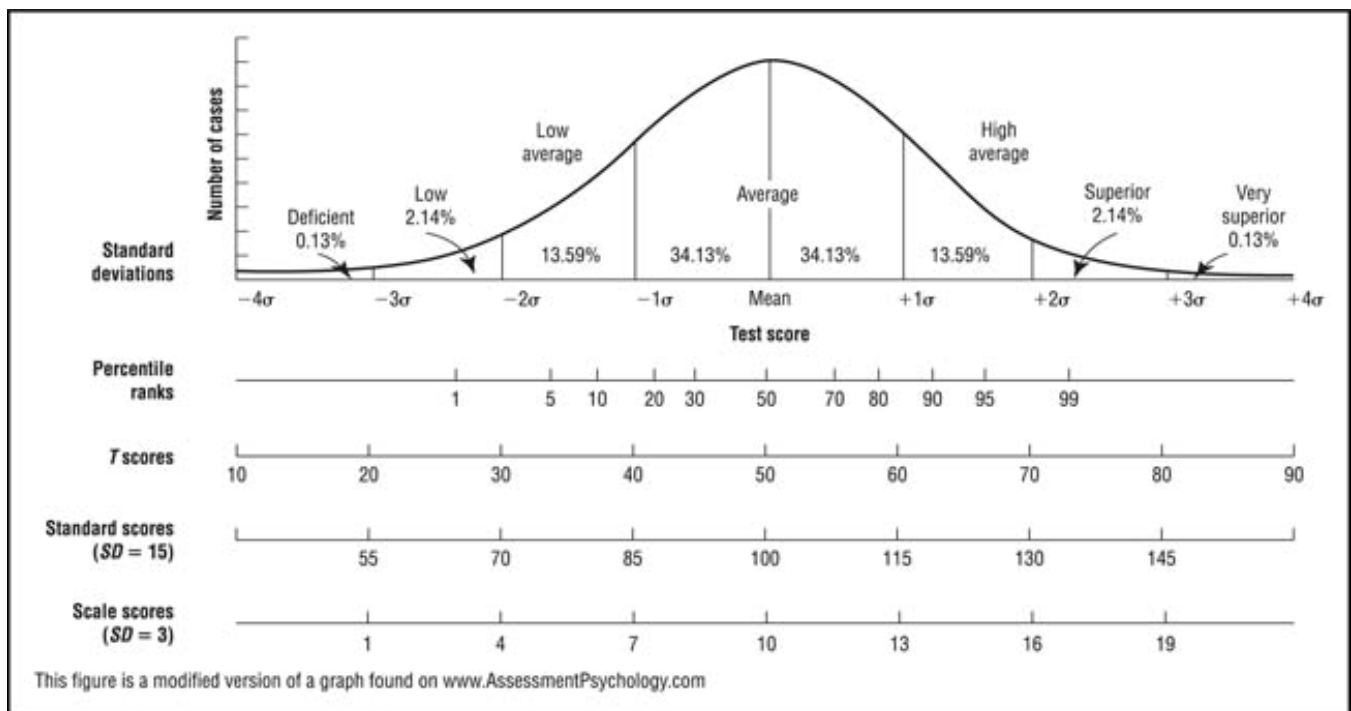
# Evaluations

## Evaluation Checklist:

(use this checklist when reading through an evaluation)

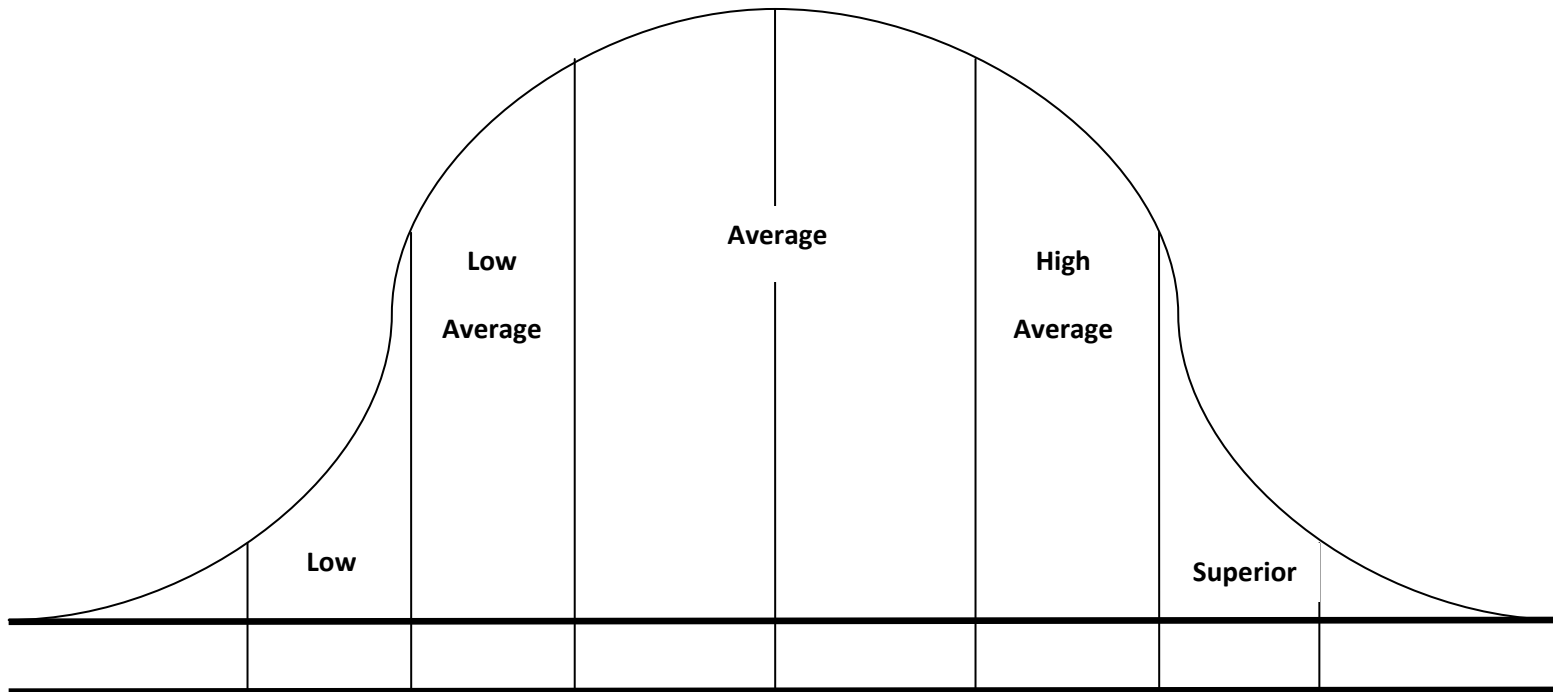
- WHO;** who conducted the evaluation? Are they qualified?
- WHAT;** what did the evaluation test for? Did it accurately assess the concerns you had?
- WHERE;** where was the evaluation conducted? Was it in the back of a noisy classroom or in a quiet workspace?
- WHEN;** was the test conducted in one 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

<b>Date:</b>	<b>Notes:</b>	<b>Follow up needed? YES / NO</b>
<b>Contact name:</b>		<b>Action taken:</b>
<b>Type of contact:</b> <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 _____
<b>Date:</b>	<b>Notes:</b>	<b>Follow up needed? YES / NO</b>
<b>Contact name:</b>		<b>Action taken:</b>
<b>Type of contact:</b> <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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<b>Date of Meeting:</b>	<b>Participants:</b>	<b>Agenda:</b>

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:

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I am making this request in conformance with Ed 1109.06 (b) & (c) in the NH Standards for the Education of Children with Disabilities.

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

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

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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:

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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:

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Sincerely,

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