

IEP Binder Checklist

Tip: Put the newest items on top in each section

Goal	To Be Updated	Date Updated		
Communication				
School Contact List	Yearly or as new members join the team			
Communication Log	Every time you have a call, meeting, or other important interaction with the school.			
Letters and emails to and from the school	As often as needed (File after noting in communication log)			
Evaluations				
Request/Referral for Evaluations	Every 3 years or more often if needed			
Consent to Evaluate	Keep this together with request/referral			
School Evaluations	At least every 3 years			
Private Evaluations (If any)	Every time your child is evaluated privately			
IEP				
Copy of Parents Rights & Safeguards	Yearly			
IEP	Yearly or more often, if changes are made (and if your child has had a 504 plan, include that too)			
Prior written notice and meeting notes	Yearly, or more often, as needed			

For additional copies of this form visit livoniaptsacouncil.org