

Livonia
PTSA Council
everychild. one voice.[®]

Organizing an IEP Binder Informational Event

September 28, 2022

Before We Begin...

- There will be time for questions after the presentation.
- Because IEPs are **confidential, legal documents**, we cannot address any specific concerns or questions related to your student's IEP during this event.
- You will be leaving today with contact information of service coordinators who can address any specific concerns you may have.



Who is the Livonia PTSA Council & What is our role?

The Livonia PTSA Council is a non-profit organization dedicated to:

- Being a powerful voice for all children
- Being a relevant resource for families and communities, and
- Being a strong advocate for the education and well-being of every child

LPTSAC leads all 22 local PTA/PTSA Units within the Livonia Public Schools District. The Council is organized under the authority of the Michigan PTA for the purpose of promoting conferences, communications, leadership development and coordination of the efforts of the local Units.



The Mission of the PTA

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for ALL children.



So if you haven't already...



PLEASE join
your school's
PTA/PTSA!



Introductions

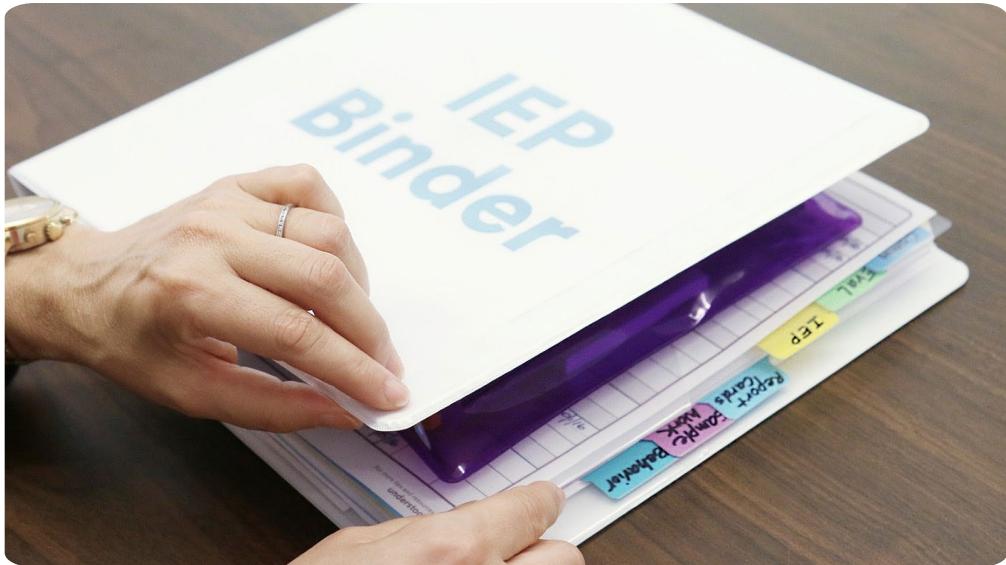


Thank You Livonia Public Schools!

LPS has generously provided the necessary funding for all materials for this event. Our goal this year is to provide an organizational binder for every student with an IEP/504.



Why Make an IEP Binder?



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- An IEP binder is **an organized way to have and keep information at the ready when you need it.**
- An IEP binder will help you prepare for IEP meetings, stay up to date on your child's progress, and feel more confident during your IEP meetings.
- It is a powerful tool that will help you communicate and collaborate with teachers, your child's IEP team, and any outside agencies involved in your child's education.

What Materials Are Needed?

To get started, you will need:

- A three-ring binder
- Six tabbed section dividers
- A three-hole punch

Today we will walk you through organizing your binder, discuss what information to gather, and how to use your binder during your IEP meetings. Keeping an organized IEP binder with your child's evaluation reports, IEP, report cards, and other paperwork will prove to be a valuable resource during your IEP meetings.

What Goes In an IEP Binder?



1st Tab - Checklist

2nd Tab - Contact List

3rd Tab - Communication Log

4th Tab - Evaluations

5th Tab - IEP/504 & Procedural Safeguards

6th Tab - Report Cards/ Progress Notes

6th Tab - Reports from any outside agencies

- Resources and Miscellaneous Information
- Extra paper for notes

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

Livonia
PTSA Council

Checklist

- On the checklist, you will find information on what should go in each of the tabbed sections in your IEP binder.
- It is important to update your checklist as you add new paperwork. An updated checklist will help keep your binder organized as it grows.

Contact List

This list contains the contact information for your child's IEP team. You should be making a new Contact List each year.

This list also contains contact information for Student Services leaders in our district. Please check this list yearly on our website for the most updated version.

IEP/504 Contact List

Use this list to keep all contact information for your student's educational support team in one place.

Jennifer Taiariol Ph.D. | Director of Student Services | 734-744-2524 | jtaiariol@livoniapublicschools.org
Maegan Sprow | Principal of Western Wayne Skills Center | 734-367-6015 | msprow@livoniapublicschools.org

Student Services Coordinators for Livonia Public Schools

Lora Boka | 734-744-2190 | lboka@livoniapublicschools.org

Todd Kalmbach | 734-367-6256 | tkalmbach@livoniapublicschools.org

Libby Rogowski | 734-367-9799 | mrogowsk@livoniapublicschools.org

Katie Dodge, Ph.D. | 734-744-2813 | kdodge@livoniapublicschools.org

Kristen Jacobsen-Harm | 734-367-6502 | kjacobse@livoniapublicschools.org

Steve Taylor Ph.D. | 734-367-6280 | staylor@livoniapublicschools.org

Visit the Livonia Public Schools
Student Services page
frequently
for updates on coordinator roles
[www.livoniapublicschools.org/
domain/256](http://www.livoniapublicschools.org/domain/256)



Classroom Teacher(s)

Name(s) : _____

Phone : _____

Email : _____

School SLP/PT/OT

Name(s) : _____

Phone : _____

Email : _____

School Counselor

Name : _____

Phone : _____

Email : _____

School Psychologist

Name(s) : _____

Phone : _____

Email : _____

Other Service Provider

Name(s) : _____

Phone : _____

Email : _____

Other Service Provider

Name(s) : _____

Phone : _____

Email : _____

*for additional copies of this form visit livoniaptsacouncil.org

Communication Log Sheet



The Communication Log helps you keep track of meetings, phone calls, emails, and other important interactions you may have with your student's teacher, school, or outside agency.



It is important to note what was discussed and what was decided as you fill out each entry.

Child's Name: _____ School/agency: _____

Communication Log

Date:	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Letter	<input type="checkbox"/> In Person
Who initiated:	Who participated, received, or attended:			
What prompted the communication:				
What was discussed:				
What was decided:				
Date:	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Letter	<input type="checkbox"/> In Person
Who initiated:	Who participated, received, or attended:			
What prompted the communication:				
What was discussed:				
What was decided:				
Date:	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Letter	<input type="checkbox"/> In Person
Who initiated:	Who participated, received, or attended:			
What prompted the communication:				
What was discussed:				
What was decided:				

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Communication Tab



This tabbed section includes the Communication Log and is for important letters and emails.



Place the newest communications on top, behind the Communication Log.



Remember to include a brief summary of each communication as you file letters and emails in this section.

Why Keep Printed Copies of Emails?

- Including a paper copy in your binder guarantees you will have it on hand at meetings to easily find and reference what was said.

How to Organize the Evaluation Tab Section

In this section, start with the request or referral for evaluation.

Next, put your consent to evaluate.

Keeping these documents together helps ensure that the evaluation is/was completed in a timely matter.

Next, place the school-based evaluation report.

- Keep this in the same section as the request for evaluation so you can match up each request with the results.
- If your student has had a private evaluation, include that.

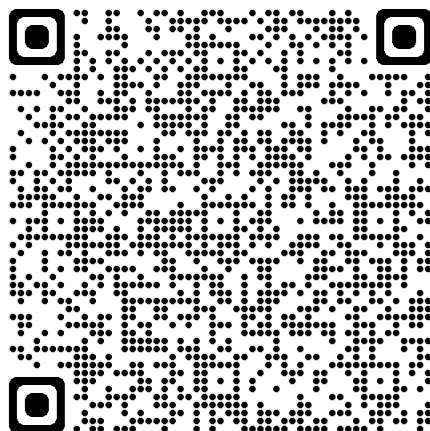
Evaluation Tabbed Section Continued

It's important to file the request/referral for evaluation, the consent to evaluate, and the evaluation report as a trio. Always put a new set of documents on top of the previous set.

In this section, you may want to consider flagging key information with paper clips or sticky notes. Create a system that can help you quickly find what you want to discuss with your student's IEP team.

RESOURCES





**QR code for Livonia
Public Schools Special
Education Handbook**

Livonia Public Schools Student Services

LPS Student Services is a dynamic and child-centered department committed to meeting the unique needs of students, staff, families, and the community through quality interventions, services, and programs.

The Department of Student Services provides leadership which strongly encourages collaboration and positive working relationships among professionals and families to meet common goals. They strive to meet unique student needs through data driven decisions, research-based interventions, current technology, and community outreach.



LIVONIA
PUBLIC SCHOOLS

Livonia Public Schools Parent Advisory Committee (LPAC)

- The LPS Parent Advisory Committee consists, in part, of parents who have students receiving special education services within Livonia Public Schools.
- Each school has 1 or 2 designated parent representatives who share important information for their school community. Meetings are open to all and the meeting schedule for the 2022 - 2023 school year is posted on the website.



**SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE**

Wayne County Parent Advisory Committee (WPAC)

The Wayne County PAC consists of one or two PAC representatives from each local school district. Wayne County Parent Advisory Committee (WCPAC) members often serve as an information source for other parents in their community. Each monthly business meeting of the WCPAC includes a parent training segment on issues identified by the members.

Meetings occur the second Thursday of every month (September - June) and begin at 6:30 pm.

Michigan Alliance for Families

*Information
Education
Support*



www.michiganallianceforfamilies.org

Michigan Alliance for Families

Michigan Alliance for Families is a statewide resource to connect families of children with disabilities to resources to help improve their children's education. They help facilitate parent involvement as a means of improving educational services and outcomes for students with disabilities. Michigan Alliance for Families can assist you in knowing your rights, effectively communicating your child's needs, and advising how to help them develop and learn.

- Michigan Alliance for Families provides printed, electronic, and multimedia information/resources.
- Michigan Alliance for Families staff are available to talk to parents and professionals about special education and related services, and disability specific information.
- Michigan Alliance for Families hosts relevant workshops across the state. All events and materials are free of charge to parents/ families.
- Michigan Alliance for Families encourages and supports parents in leadership roles.



Need More Copies?

All handouts in your binder can be found on the Livonia PTSA Council Website.

Visit:
www.livoniaptsacouncil.org
Under the Resources Tab

Email us at:
iptsac@livoniaptsacouncil.org

Questions?





Thank
You

Thank You for Coming!

