

IEP Binders

Each student gets a 2 inch binder where their most important paperwork is kept. This is also a good resource to have to bring to IEP meetings where I have information organized in case a parent requests it. I have these binders easily accessible because I use them daily to update data as well as add in work samples.

Binder Components

Section 1: Student IEP

- Copy of the student's IEP
- It is important to have the updated version accessible for yourself and in case someone else needs to read it.

Section 2: Other important paperwork

- This could be any medical paperwork:
 - *Medical conditions, allergies, seizure protocol etc.*
- Emergency Care Card/Health Information
 - *This is also for quick access to parent contact info in case you need to call them.*
- Any IEP documents
 - *Permission to communicate with advocates, tutors, or outside agencies etc.*
 - *Eligibility information, if you feel it necessary to have.*

Section 3: Data Collection Sheets

- *Any Goal data collection sheets*
- *Make sure you make these after every IEP is complete so they are up to date. Update and take data in a timely fashion.*

Section 4: Work Samples

- *Work samples that support the data collection*
- *Remember if you have a goal that you think is too hard (that perhaps a previous teacher wrote), keeping work samples to support your claim is also important. Data doesn't lie. If you can support your claim with work samples, it's the best way to get people to understand your point.*

Section 5: Miscellaneous/Parent Contact

- *Any copies of parent letters, notes, or emails*
- **Keep everything*, you never know when you may need it again.*