

## Tips to Organizing a Special Education Binder

Accurate record keeping is often the key ingredient when attempting to experience a smooth transition. Below are some suggestions to help make record keeping easy.

You will need:

1. One, 3 inch (minimum), 3 ring binder
2. Clear, plastic sheet protectors
3. Tab dividers (2 pkgs.)

Suggestion: Organize your binder with the following sections in the following order:

1. Initial referral or child study
  - a) Include any Response to Intervention (RTI) documentation
2. Formal educational/norm reference testing (include screenings)
3. Eligibility documents
4. Initial IEP or IFSP
  - a) Follow up with additional Annual IEP's/IFSP's (arrange from newest to oldest). If you have amended versions, put them directly behind the IEP/IFSP amended.
5. The 504 Plan (if applicable and only available if ineligible for special education services).
6. Work samples
7. Standardized testing
8. Progress Reports

Optional, if they apply:

9. Functional Behavior Assessment (FBA)
10. Behavior Intervention Plan (BIP)
11. Behavior charts (positive or negative)
12. Health Service Plan

