

IEP binder checklist

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 meeting, call, or other important interaction with the school			
Letters and emails to and from the school	As often as needed (File after noting them in communication log)			
Evaluations				
Request/referral for evaluation	Every three years or more often, if needed			
Consent to evaluate	(Tip: Keep this – and the referral – on top to help check if the evaluation is done in a timely manner)			
School evaluations	At least every three years			
Private evaluations (if any)	Every time your child is evaluated privately			
IEP				
Copy of parent's 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			

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Goal	To be updated	Date updated		
Report cards/progress notes				
Report cards and progress reports	As often as they come from the teacher or school			
Sample work				
Samples of schoolwork	At least monthly or as often as you see signs of progress or concern			
Standardized tests	Whenever the results are sent home			
Behavior				
School handbook and school calendar	Yearly			
Behavior intervention plan	Yearly or as often as changes are made			
Disciplinary notices	Any time your child receives one			