# IEP binder checklist

Put the newest items on top in each section.

<table>
<thead>
<tr>
<th>Goal</th>
<th>To be updated</th>
<th>Date updated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School contact list</td>
<td>Yearly or as new members join the team</td>
<td></td>
</tr>
<tr>
<td>Communication log</td>
<td>Every time you have a meeting, call, or other important interaction with the school</td>
<td></td>
</tr>
<tr>
<td>Letters and emails to and from the school</td>
<td>As often as needed (File after noting them in communication log)</td>
<td></td>
</tr>
<tr>
<td><strong>Evaluations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request/referral for evaluation</td>
<td>Every three years or more often, if needed</td>
<td></td>
</tr>
<tr>
<td>Consent to evaluate</td>
<td>(Tip: Keep this — and the referral — on top to help check if the evaluation is done in a timely manner)</td>
<td></td>
</tr>
<tr>
<td>School evaluations</td>
<td>At least every three years</td>
<td></td>
</tr>
<tr>
<td>Private evaluations (if any)</td>
<td>Every time your child is evaluated privately</td>
<td></td>
</tr>
<tr>
<td><strong>IEP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of parent’s rights &amp; safeguards</td>
<td>Yearly</td>
<td></td>
</tr>
<tr>
<td>IEP</td>
<td>Yearly or more often, if changes are made (and, if your child has had a 504 plan, include that too)</td>
<td></td>
</tr>
<tr>
<td>Prior written notice and meeting notes</td>
<td>Yearly or more often, as needed</td>
<td></td>
</tr>
</tbody>
</table>
IEP binder checklist
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<thead>
<tr>
<th>Goal</th>
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<th>Date updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report cards/progress notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report cards and progress reports</td>
<td>As often as they come from the teacher or school</td>
<td></td>
</tr>
<tr>
<td>Sample work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Samples of schoolwork</td>
<td>At least monthly or as often as you see signs of progress or concern</td>
<td></td>
</tr>
<tr>
<td>Standardized tests</td>
<td>Whenever the results are sent home</td>
<td></td>
</tr>
<tr>
<td>Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School handbook and school calendar</td>
<td>Yearly</td>
<td></td>
</tr>
<tr>
<td>Behavior intervention plan</td>
<td>Yearly or as often as changes are made</td>
<td></td>
</tr>
<tr>
<td>Disciplinary notices</td>
<td>Any time your child receives one</td>
<td></td>
</tr>
</tbody>
</table>