

Organizing Documents in your Binder

What Documents Belong in Your Binder

- Copies of emails and conversation logs.
- Examples of schoolwork through different grade levels. Be sure to include both current and past examples of schoolwork to show progress or regressions.
- Report cards to show academic progress and areas of concern throughout their educational career.
- Attendance records to show how dyslexia has affected school engagement.
- Copies of assessments and state testing data.
- For elementary school, review your district's Local Literacy Plan and ask for copies of your child's assessment scores.
- National Norms Tables for all school assessments your child is taking. You can get this by asking the school for the national norms table/percentiles for any assessment they perform.
- Copies of all evaluations done by the school and privately.
- Copies of current and past IEP/504 plans.
- Copies of applicable Health Records.
- Copy of Procedural Safeguards for students with an IEP.

How to Organize your Binder

It can be helpful to add tabs for papers you will want to access more frequently. You might want to have tabs for the following chronologically:

- Grade levels (Preschool, K, 1, 2, ...)
- Evaluation
- IEP/504 plan

Or you can organize your child's documents by type:

- School work
- Assessments, report cards, state testing
- Evaluations
- IEP/504 plan
- Communication

The way in which you choose to organize your binder is up to you. Making sure that your binder is efficient for you and your needs is what is most important.

For more information visit <https://www.decodingdyslexiamn.org/binders>

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