

Keeping Records

You know your child best and are a crucial member of your child's educational team. You know your child's personal history, and his/her strengths and needs. You know your child's educational, medical, and special services history. All of this information may be relevant to help others learn about and better understand your child, and to help your child's educational team determine appropriate services and resources.

Many families find it important to establish a personal "record-keeping system" to maintain up-to-date educational, medical, and special services information.

Families have shared these key pointers:

- Always request and save **copies** of all reports and documents about your child (medical, educational, service assessments, etc.)
- Organize the data **chronologically**
- Use **files, notebooks**, and/or **electronic storage** to store reports and records
- **Keep track** of the services your child receives during his/her lifetime, including name, dates of service, type of service, and contact information

The information is important to keep track of for your child. If you feel the information is appropriate to share with your child's educational team, then you will be more readily able to access or recall the relevant information and data.

In addition to helping determine the services your child will receive at school, this information may become necessary to access adult services once your child transitions from a school setting to adulthood.

