



IEP Binder for

*courtesy of
Exceptional Advocacy Services*

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AT A GLANCE

Student Name:_____

School Year:_____

School:_____

Student Grade:_____

Teacher:_____

Special Ed. Teacher:_____

Principal:_____

Nurse:_____

This section includes:
The school calendar, lunch calendars,
and other general information.

Communication and Contacts

This section includes:
Contact information page, log of
contacts, notes, and
printouts of email communication
and texts





Special Ed. Teacher_____

Phone:_____ email:_____

Homeroom teacher_____

Phone:_____ email:_____

English Language Arts_____

Phone:_____ email:_____

Math_____

Phone:_____ email:_____

Science_____

Phone:_____ email:_____

Social Studies_____

Phone:_____ email:_____

Specials Teacher_____

Phone:_____ email:_____

Specials Teacher_____

Phone:_____ email:_____

Bus Driver_____

Phone:_____ email:_____

Bus Monitor_____

Phone:_____ email:_____

Speech Teacher_____

Phone:_____ email:_____

Therapist/Counselor_____

Phone:_____ email:_____

Other_____

Phone:_____ email:_____

Communication Log



Date	Contact Type	Person Contacted	Topic/Notes
	<ul style="list-style-type: none"> • Phone • Email • Note • Message • Other 		
	<ul style="list-style-type: none"> • Phone • Email • Note • Message • Other 		
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IEP


This section includes:
Most recent IEP, invitations,
parental rights,
prior written notice,
parental concerns,
meeting transcripts/written minutes





504

Accommodations Plan



This section includes:
Most recent 504, invitations,
parental rights,
parental concerns,
meeting transcripts/written minutes

Progress Reports

This section includes:
School report/grade cards,
IEP progress reports,
data provided from school
about IEP goals,
work samples demonstrating
IEP goal progress





Behavior

This section includes:
Behavior Intervention Plan, Functional Behavior Assessment, Behavior log/communication sheet, other behavior communications, other school forms about behavior (suspension, ISS, detention, etc), behavior data summary/ graphs, permissions to observe/ collect data from the school district or Board Certified Behavior Analyst, safety plan, crisis plan, list of concerns at home or school

Evaluations

This section includes:
School evaluations,
private evaluations, Independent
Educational Evaluations (IEE),
letters pertaining to evaluations,
evaluation referral, Vision/Hearing
screening results, permission/consent
to evaluate, other reports, eligibility
reports, documents from re-evaluation,
assistive technology reports,
occupational/speech and language
therapy evaluation reports.



Medical

This section includes:
List of up-to-date medications and dosage information to share with school yearly if you choose, medical diagnoses form signed by doctor (needed for some eligibilities, nurse, nutrition, etc.), outside therapy updates/reports from occupational therapy, speech and language therapy, psychologists, counselors, etc.



Record of Medication(s) and Allergies

Student Name _____

DOB _____ Parent Contact _____

Medication	RX/OTC	Dosage	When Is it Given?	Why Is It Given	Side Effects
example	RX	400mg	at home in AM	ADHD	-loss of appetite -headaches

Allergies _____

Notes _____

Date Provided _____

Provided To _____

Parent Signature _____





Assessments

This section includes:
State Assessment score sheets,
district assessment results, benchmark
assessment results, and other formal
assessment results that are not included
in the evaluations section.

Transition

This section includes:

Copies of transition assessments, transition goals data, transition progress reports (if separate from regular progress reports), list of goal ideas/ concerns at home or school.



Other Records

This section includes:
Any other records that are not
included in the sections above
but are important for you to
reference for your child.





This section includes:

Exceptional Advocacy Services

Exceptional Advocacy Services offers full service, expert special education, section 504, and disciplinary advocacy for students across for students across the United States, including advocates available for in-person advocacy in Southeast and Northeast states. EAS is also proud to serve our military families, to include advocating at Department of Defense (DoDEA) schools around the world. The process is often intimidating, frustrating and confusing for parents but we can help you every step of the way.

Full Service Advocacy:

The three cornerstones of advocacy are:

Records review, consultation and meeting attendance.

To conduct a records review, we will help you obtain a copy of your child's educational records and conduct a thorough records review to understand your child's unique educational history and to aid in developing a course of action. During our client consultations, we meet with the family to provide support, advice and to develop a course of action. We can help with drafting parent concern letters, creating documentation, writing effective goals and accommodations, preparing for meetings, and reviewing school documents.

Finally, we love supporting families within the school by attending meetings with you! With Exceptional Advocacy Services you will have an expert advocate by your side, facilitating the process, guiding you, and getting results. We can assist you during eligibility meetings, domain meetings, IEP meetings, 504 meetings, manifestation meetings, transition meetings, parent teacher conferences, mediation, tribunals and more! We are based out of Columbus, Georgia, however we have the ability to attend any meeting virtually.

Advisement Meetings:

EAS will provide, to the best of its ability, accurate up-to-date information about special education laws and provide strategic planning guidance, based on the student's special educational needs, to assist you in developing an appropriate educational program for your student. Such assistance and supportive services within the selected service time may include, but are not limited to: review of records, assistance in preparation for school meetings, development of a parental concerns letter, collaboration on the development of your student's IEP or 504, review of evaluations or data collection, and preparation of state complaints. All services provided, regardless of time selection, will occur in a single session at a mutually agreed upon date and time via a virtual meeting platform.

If you have any questions or concerns about the services or payment options outlined above, please contact us to learn more about how we can make your child's educational experience exceptional.

Email us at info@exceptionaladvocacyservices.com
or call us at **888-392-3782** to schedule a consultation.
www.ExceptionalAdvocacyServices.com

