

2

Keeping Records

This section is about keeping good records. It is important to keep your personal documents organized and easy to find.

Examples of information to keep in this section might include:

- ☐ Individual Education Program - IEP/Transition Plan
- ☐ 504 Plan
- ☐ Summary of Performance
- ☐ Senior Project
- ☐ ISAT scores
- ☐ Psychological Reports (WAIS)
- ☐ Diagnostic Test Results
- ☐ SIB-R Results
- ☐ Information on accommodations used in high school
- ☐ Assistive Technology Assessment
- ☐ High School Transcript
- ☐ Medical History, Medications List
- ☐ Individual Service Plan

Tips on Keeping Good Records

It is very important to keep your personal records organized so that it is easy for you to find the information you need easily. It is also important to keep records of your contacts and the information you gather as you plan for transition.

1. Before you leave high school, get copies of all of your high school transcripts, evaluations, tests, and reports from therapists. Be sure to talk with adult service agencies and colleges to find out what documentation you need to qualify for services. Although testing and other assessments may have been done early in your high school career, some agencies and colleges require current information.

During your senior year you may ask your school to update your testing and other assessments. The district will consider your request and can decide to update the assessments or not. They will give you a written notice of the decision.

2. Keep accurate notes of all the meetings and conversations you have with people at different service agencies.
3. Keep a copy of every letter you send to any agency, together with a copy of everything they sent to you. Be sure to include the date on everything.
4. Keep records of any reports from on-the-job training or other work experience. Ask for letters of recommendation and keep a copy in your files.
5. Periodically go through your records. This will help you remember what you need to do next. Make a list of what you have and what you need.

Records You Should Keep on File

- Individualized Education Plan/Transition Plan
- 504 plan
- Summary of Performance
- Teacher notes
- Progress reports, grades or report cards
- Achievement test scores
- Interest inventories
- Awards

- Certifications for completion of programs or training
- Letters of Recommendation
- A copy of your resume
- Assessments and reports (tests of intelligence, achievement, motor skills, self-help skills, language development, social skills and functional behavioral analysis, and others.)
- Any environmental issues that may affect learning (allergies, asthma, etc.)
- Reports from medical doctors (eye tests, hearing tests, physical examinations, and others)
- Your medications
- Medical history
- Service agency reports
- Individual Service Plan
- Health insurance information
- Medicaid eligibility determination documents

Adapted from *My Future My Plan: A Transition Planning Resource for Life After High School*, 2003 State of the Art, Inc., www.myfuturemyplan.com