

# Communication Binder

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Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

# Formal Documents

Formal documents are standard communications used by schools to share certain types of information with families. The most common types of formal documents include evaluations and standardized test scores, IEPs and 504 plans, report cards, and behavior plans.

Document Name	Type	Date
	<input type="checkbox"/> Evaluation <input type="checkbox"/> Test Score <input type="checkbox"/> IEP/504 <input type="checkbox"/> Report Card <input type="checkbox"/> Behavior <input type="checkbox"/> Other	
	<input type="checkbox"/> Evaluation <input type="checkbox"/> Test Score <input type="checkbox"/> IEP/504 <input type="checkbox"/> Report Card <input type="checkbox"/> Behavior <input type="checkbox"/> Other	
	<input type="checkbox"/> Evaluation <input type="checkbox"/> Test Score <input type="checkbox"/> IEP/504 <input type="checkbox"/> Report Card <input type="checkbox"/> Behavior <input type="checkbox"/> Other	
	<input type="checkbox"/> Evaluation <input type="checkbox"/> Test Score <input type="checkbox"/> IEP/504 <input type="checkbox"/> Report Card <input type="checkbox"/> Behavior <input type="checkbox"/> Other	
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	<input type="checkbox"/> Evaluation <input type="checkbox"/> Test Score <input type="checkbox"/> IEP/504 <input type="checkbox"/> Report Card <input type="checkbox"/> Behavior <input type="checkbox"/> Other	
	<input type="checkbox"/> Evaluation <input type="checkbox"/> Test Score <input type="checkbox"/> IEP/504 <input type="checkbox"/> Report Card <input type="checkbox"/> Behavior <input type="checkbox"/> Other	

# Work Samples

Work samples can help you to see your child's strengths ("here's a math test she did really well on!") and communicate their weaknesses ("he has been getting Cs and Ds on his social studies quizzes -- I wonder if he needs help studying?"). Each of the samples you keep should paint a better picture of your child.

**Subject**    Language Arts/Reading    Math    Social Studies    Science    Other

Document Name	Notes	Date

# Data Sheets

Data can help you to see trends in your child's learning. Depending on your child's educational needs, you may have informal data sheets that you keep for yourself and formal data sheets that record IEP progress.

Data Type/Notes	Begin Date	End Date
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		
<input type="checkbox"/> IEP Goal <input type="checkbox"/> Informal		

# School Communications

School communications often include important information including resources, interventions, in names of people involved in your child's education.

Topic/Recipient	Type	Date
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> In Person <input type="checkbox"/> Letter/Note <input type="checkbox"/> Text <input type="checkbox"/> Other	

# School Contact List

Know how to contact the different staff and educators who work with your child.

Role	Name	Email	Phone
Classroom Teacher/ Homeroom Teacher			
Intervention Specialist/ Caseworker			
504 Coordinator			
School Psychologist/ School Social Worker			
School Nurse			
Building Principal			
Special Education Director			
Superintendent			
Other			
Other			
Other			
Other			

# Pregnancy & Development

Information about your pregnancy, delivery and your child's early milestones may help problem-solving with school. Keeping this information handy can save you from looking it up.

## Preganancy & Delivery

<b>Length of Pregnancy</b> _____ Weeks <input type="checkbox"/> Full Term <input type="checkbox"/> Prematue	<b>Birth Weight</b> _____ Pounds _____ Ounces
<b>Pregnancy Complications</b>	
<b>Delivery Complications</b>	

## Early Childhood Milestones

Skill	Notes	Age
Sit Independently		
Crawl		
Self Feed		
Walk Unassisted		
2-4 Word Sentences		
Toilet Trained		

This sheet developed with guidance from Solon Parent Mentor, Joanna Innes.

# Medication Log

When using medications during the school day, communication with your child's school team can help you understand how well it is working. Families may also choose to keep medication records on file with the school nurse.

## Medication Name:

Prescribing Doctor:		Phone:
Dosage:	How Often:	
Used For:		
Special Instructions:		

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Prescribing Doctor:		Phone:
Dosage:	How Often:	
Used For:		
Special Instructions:		

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Prescribing Doctor:		Phone:
Dosage:	How Often:	
Used For:		
Special Instructions:		