



DEVELOPING AND KEEPING A RECORD FOLDER FOR YOUR CHILD

Why?

It may help your child get the services he or she needs more quickly. Most programs must have a copy of your child's records before they can provide services. If you can give them copies of the records they need at the time of referral, there won't be such a long delay between the time of referral and when services start.

It will keep you involved and informed. If you have your child's records, both parents will be able to review them as often as needed.

It will help keep everyone current on your child's situation. You will have copies of documents that you can take with you to the pediatrician, the emergency room, parent-teacher conferences, and other meetings.

Where?

A folder with pockets or a 3-ring binder with pockets may be most convenient. You can use tabbed dividers to make sections for medical records, school reports, home care routine, and any other categories you need.

Keep your record folder in a safe place. Your name and phone number and the word "CONFIDENTIAL" should be printed on it in case of loss.

What?

Birth summary

Reports of evaluations

Immunization records

Individualized Family Service Plan

Individualized Education Plan

Important medical information

Reports of major medical exams

Medical discharge summary

List of important phone numbers

Phone call log

Special diet information

Recommended exercises

Annual record of your observations, goals, pictures of your child



These are examples, include other information you think is important