TIPS TO ORGANIZE YOUR CHILD’S MEDICAL AND SCHOOL DOCUMENTS

A portable Care Notebook can include the most current versions of medical or school documents, while older files can be archived separately. Here are some examples of formal documents you might organize:

Medical Paperwork
Diagnoses, assessments, surgeries, medications, provider contacts

School Paperwork
Individualized Education Program (IEP), Section 504 Plan, assessments, meeting notifications, progress notes, correspondence, telephone logs

Personal Care Notes
Hygiene routines and concerns, food preferences and issues, sleep schedules and challenges

Community Access
Transportation needs, hobbies, clubs, activities

Suggestions for supplies used to create a Care Notebook:

- 3-ring notebook or large accordion envelope to hold papers securely.
- Tabbed dividers. Create your own information sections.
- Pocket dividers. Store reports.
- Plastic pages. Store business cards and photographs

For more suggestions go to wapave.org and type care notebook on the search bar!