

## 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!