



# Organize Your Student Folders



**REGION XIII**  
**EDUCATION SERVICE CENTER**

5701 Springdale Road • Austin, TX 78723-3675  
512.919.5313 • <http://www.esc13.net>

## ORGANIZE YOUR STUDENT FOLDERS

Your office copy of student folders should be routinely cleared of unnecessary papers. Before you organize these, however, first read through medical reports, IEP's, etc. to gather information about your caseload (if you are new to this position). If you are returning and have the same students, this would be a good time to do some folder maintenance. Generally, the following need to be kept from year to year, and it is easier if you separate the years by different colored sheets with the school year boldly printed on each: (listed from papers on the top to those which should be on the bottom)

- current ARD papers (did you remember to ask for copies?), including copies of your IEP's or any you will be facilitating
- any new educational reports (OT, PT, speech, O & M, vision, etc.)
- any new medical reports (physical, eye, low vision evaluation)
- special transportation permission forms (if applicable)
- copies of progress reports
- copies of contact records
- updated full individual evaluation

Fasten your papers at the top with Acco fasteners. Discard any old samples of students' work, diagnostic checklists you used to gather information for the functional vision evaluation, notes sent and received, etc.

There are also folders with original documents kept either on each campus or in the district's administrative office, usually referred to as Eligibility Folders. These folders must be kept current, and should contain paperwork specific to students with visual impairments. The documents in this section are checklists for necessary paperwork for three separate categories: VI Students, Deafblind Students, and Infants.