



Parent Training and Information (PTI) Program

RECORDS NOTEBOOK

It is important to have information about your child to take to meetings. A large notebook or expandable file folder is convenient, portable and easy to access. Suggested sections and contents are listed below. Individualize it to meet your needs.

LAWS/REGULATIONS:

- I.D.E.A. (Federal)
- Section 504 (Federal)
- W.A.C. (State)
- School District policies
- School policies/rules

ASSESSMENTS:

- School district evaluations
- Private evaluations and recommendations from professionals
 - Therapists
 - Physicians
 - Counselors

INDIVIDUALIZED EDUCATION PROGRAMS:

- Current I.E.P.
- Previous I.E.P.s

WORK SAMPLES:

- Classroom tests
- Daily work
- Informal samples

REPORT CARDS AND PROGRESS REPORTS

OBSERVATIONS OF CHILD IN VARIOUS SETTINGS

CORRESPONDENCE:

- Letters and notes to and from:
 - School personnel
 - Outside professionals
 - Others with information about the child's education/learning

MEDICAL INFORMATION:

- Diagnoses
- Reports and recommendations
- Medications, dosages and effects

PAVE has Parent Training and Information (PTI) Offices throughout the State. Contact PAVE's main office toll-free at 1-800-572-7368 (v/tty), pave@wapave.org or visit the website www.wapave.org for the office nearest you.