



Advocating for
disability civil rights
since 1979

TIPS FOR ORGANIZING YOUR CHILD'S FILE

Source: Wright's Law www.wrightslaw.com

- Date all documents: Lightly with pencil in the same place (upper right).
- Put in date order.
- NEVER write on your original documents.
- NEVER highlight original documents.
- NEVER release original documents to anyone.
- ALWAYS keep originals neat and clean so you can make copies from them.
- ALWAYS keep your notebook current.

HELPFUL BOOKS

- Special Education Rights & Responsibilities (SERR), Disability Rights California & CASE
<http://www.pai-ca.org/pubs/504001SpecEdIndex.htm>
- From Emotions to Advocacy, Pete and Pam Wright
<http://www.wrightslaw.com>
- Negotiating the Special Education Maze, Winifred Anderson, et al.
- Getting to Yes: Negotiating Agreement without Giving In, Roger Fisher
- How to Argue and Win Every Time, Gerry Spence
- You can Negotiate Anything, Herb Cohen
- Getting It Done: How to Lead When You're Not in Charge, Roger Fisher
- Getting Past No: Negotiating Your Way from Confrontation to Cooperation, William Ury
- Assessment In Special Education: A Practical Approach, Roger Pierangelo, et al