



Organizing Records: Tips for Parents

By: Minerva Flores

Why are organization skills for parents to keep up with school records and other information important? Because being organized will help you be better prepared for your child's school meetings and doctor's appointments. As you may know, it is hard to remember everything, especially if you have a lot of information to keep track of. Keeping yourself organized will benefit you, it will give you a better opportunity to stay involved and updated on your child's health and school activities.

Keeping organized will help you work better with your child's teachers, and

obtain the services they need faster. Make a list, organize and label all important documents with related topics and categories. Here are some tips:

Simplify- Save time by reducing clutter. Start with making fewer and broader categories, then toss whatever you don't need.

Prioritize- Be creative, have fun with it. Organize in alphabetical order or do whatever works for you.

If you need to, you can get a filing cabinet and label your drawers with tabs on *Information, Medical, Confidential,*

References, Meetings, Consents, Evaluations, Financial, and Unread. Some things may need their own files and some can be combined. Another great tip is to keep the originals in a safe place and keep the copies in your files. You should have copies of any letters to and from the school along with other school records such as evaluations and IEPs/504s. You should also be keeping files of all medical records and appointments.

Make a habit of organizing, so you won't lose track of your documents; keep up with it and always go back to check and update your information. Make folders and file them accordingly and if you need to move things around do so. It is also a good idea to be colorful and use sticky notes to help you find things. This will save you time, and it will be easier to find and share what you need. You won't have to fumble everywhere looking for what you want.

Remember to always keep telephone logs with dates and times. You will want to take the person's name and document what you spoke about. If you have a computer or smart phone it is better to use email if

possible, this way you always have written proof.

You may also want to make files for yourself. Some important documents to keep safe for you can be: *bank account numbers, birth certificates, credit card numbers, important receipts, insurance policies, loan agreements, marriage certificate, medical records, mortgage agreements, passports, school transcripts, tax returns, warranties, wills, etc.*

You may want to take a day to gather all your documents, make copies, and organize everything into their files. So you do not overwork yourself, it is a good idea to set a timer and take breaks. Don't over commit, but also don't waste time. Stay focused on your goal to keep your documents organized. Remember the sooner you get it done, the better.

Source:

<http://www.chadd.org/Understanding-ADHD/For-Adults/Living-with-ADHD-A-Lifespan-Disorder/Organization-and-Time-Management.aspx>

<https://psychcentral.com/lib/12-tips-for-getting-organized-for-adults-with-adhd/>



Changing Lives. Every Day.