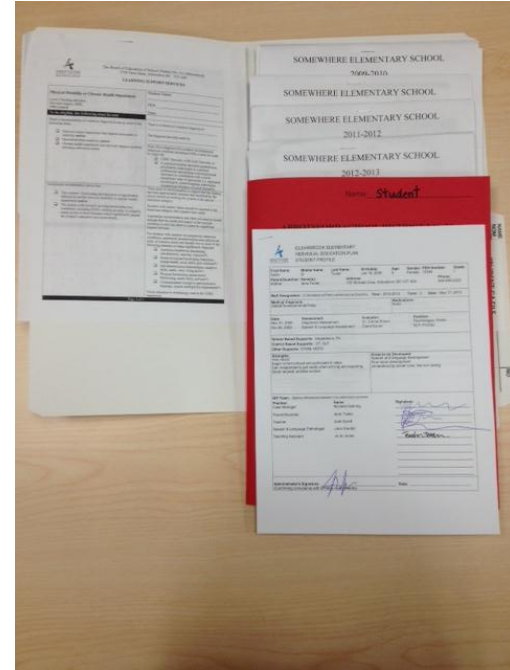


Student Permanent File Organization

ORGANIZING THE G4

1. Staple the Ministry designation checklist to the left inside cover of the G4. If signed parent consent for designation is also present, it can be stapled underneath the checklist.
2. All general G4 school documents (i.e. report cards, past IEPs, etc.), should be grouped by grade, and arranged in reverse chronological order (most recent on top) on the right hand side.
3. The confidential red folder gets placed on top of the K-12 documents.
4. The current SIGNED IEP gets placed on top of the red confidential folder, not inside.



ORGANIZING THE CONFIDENTIAL RED FOLDER

1. Photocopy attached file organizers onto YELLOW paper.
2. Sort information by Assessments/Reports, Referrals, Outside Agency Involvement, and Other. Organize each section in reverse chronological order (most recent on top).

Attach appropriate yellow organizer to the top of e

