

Important Records and Papers

***Keep Records Together! Document Everything!
Include Phone Calls!***

Date, time, person spoken to, and information received

Some of the records which you may need are:

Personal records including:

- Birth Certificate
- Social Security Card
- Family Information (who to contact in case of emergency)
- Records from Agencies who provide services for you

Medical records including:

- Medical Insurance Card
- Name and Addresses of Doctors, Dentists, and Therapists
- Immunization Record
- Dates and Results of any Surgeries or Medical Procedures
- Specialist and Therapist Reports
- Insurance History

Educational records including:

- Copies of IEPs
- Educational Testing Reports
- School Progress Reports and Report Cards

Vocational information including:

- Reports from Vocational Assessments
- Vocational Courses taken
- Work Record including Dates, Contact Persons, & Phone Numbers
- Letters of Reference
- Your Resume
- Job Portfolio

