

Creating an Education Binder for your Military Student

An education binder is a portable and detailed record of your child's education which can be used to assist your student during times of academic transition. It helps maintain records in one place for each student and provides new teachers and schools an in depth look at your child's academic history. Having this information ready for new schools helps speed up the process of enrollment and ensure accurate academic placement. It is also very helpful in making sure high school students have a complete academic record to facilitate on time graduation and a complete portfolio to use when applying to colleges.

Education Binder Suggested Contents

1. Student Personal Documents

Copy of Birth Certificate

Immunization Records

School health physical (current within last 12 months)

Legal documents as needed (power of attorney, etc.)

Proof of residency/Copy of Military Orders

LES if planning on using before/after school care, CDC

2. Sending School Information

Address, phone number, other contact information from sending school

Course description book/Grading Scale (if available for 6th grade and above)

3. School Records

Note: schools must give an unofficial copy of a student's school records to parents. Only the official copy can be mailed between schools. Provide receiving school with sending school's information so that they may send a request for records to receive your child's official school records.

Copy of cumulative folder

Current class schedule

Report cards

Withdrawal grades (grades at the time of disenrollment) or progress reports

Test scores (copies of standardized test scores or special program testing, etc.)

4. Special Programs Records (as appropriate)

Current Individualized Education Plan (IEP), Individual Accommodation Plan (504), Gift Program Description

All current evaluations for special needs program

School health plan (asthma, diabetes, etc.) *These records are very important and should have a doctor's signature*

Special dietary plan (with doctor approval/signature)

English as a Second Language (ESOL) or Bilingual Education

At-Risk or Other Action Plans for Classroom Accommodations

5. Other Documents and Examples

Writing samples and other work samples

Important to showcase academic achievement as well as current areas of struggle where student needs support

Activities records (co/extracurricular)

Community service or service learning

Other work or performance examples

Academic recognitions and competition participation

Copy of the Military Interstate Compact