# Template Forms and Notes

**Introduction:** You don’t have to re-invent the wheel. People who have gone through the advocacy journey before you have created forms and template letters that you can use. Templates and forms can help you make sure you are asking for things in the right way.

Navigating the systems of support available to you and your child can be complex. Taking good notes about things like who you have contacted, what was discussed, and when meetings occurred, can help you stay focused and organized and make navigating the systems easier. Here are some resources to help you stay organized.

## Template Form Resources:

[OCECD: Building Communication through Writing (multiple templates included)](https://filecabinet5.eschoolview.com/7132D93C-113A-42DB-AD9B-3D42946C44E5/87dec96b-8cf1-4788-87b8-e4a46abc680a.pdf)

[Disability Rights Ohio-Sample Letters for Communicating with your Child’s School](https://www.disabilityrightsohio.org/communicating-your-childs-school-letter-writing)

## Note-taking Resources:

[LifeCourse Framework – LifeCourse Nexus (lifecoursetools.com)](https://www.lifecoursetools.com/lifecourse-library/foundational-tools/)

<https://www.pacer.org/publications/possibilities/organizing-your-paperwork/keep-your-records-in-one-place.asp>

<https://www.mrsdscorner.com/helping-special-needs-parents-stay-organized/>

<https://www.understood.org/en/articles/how-to-organize-your-childs-iep-binder>

<https://adayinourshoes.com/how-to-organize-your-iep-files-and-paperwork/>

<https://www.canchild.ca/en/research-in-practice/the-kit-keeping-it-together>

<https://www.truelinkfinancial.com/blog/special-needs-alliance-tips-on-staying-organized-when-managing-the-affairs-of-a-loved-one-with-disabilities>

<https://www.helpguide.org/family/parenting/parenting-a-child-with-a-disability>