

Filing Materials

Over time, you will develop a system of record keeping that works for you. You can find filing supplies at any office supply store or retail superstores. Some supplies that might be useful are:

- A notebook for recording phone conversations and meetings with professionals and other parents
- A calendar with room for writing notes
- A place to file things, such as a filing cabinet—stationary or rolling—or a file box with a lid
- Hanging file folders
- Plastic tabs to identify the hanging file folders
- File folders
- File labels for the file folders (using labels allows you to reuse the folders)
- Magic markers and highlighters for making notes and drawing attention to important information
- Rubber bands for grouping contact cards you receive from professionals into categories, such as health care, disability-specific foundations, education, and so on
- A three-ring binder
- Tabs for the three-ring binder to divide the binder into sections
- A three-hole punch