

# Important Records and Documents to Keep

## Personal records include:

- Birth certificate
- Social Security card
- State ID or Drivers' License
- Family information (who to contact in case of an emergency)
- Records from agencies who provide services for you.

## Medical records include:

- Medical insurance card
- Names and addresses of doctors, dentists, and therapists
- Immunization record
- Dates and results of any surgeries or medical procedures
- Specialists and therapist reports

## Education records include:

- Copies of Individual Education Program (IEP)
- Summary of Performance (SOP)
- Educational testing reports
- School progress reports and report cards
- Diploma
- Letter of reference

## Vocational records include:

- Reports from vocational assessments
- Vocational courses taken
- Work record including dates, contact persons and phone numbers
- Letter of reference
- Your resume
- Job portfolio

## Documents to gather before you leave school to aid in applying for future programs:

- Summary of Performance (SOP) is a summary of academic & functional performance with recommendations usually completed the spring before a student graduates). Make sure this document states the level of independence and functioning (i.e. money skills, independent living skills, transportation skills, etc.)
- Most recent IEP

- Most recent MFE (Multifactor Evaluation) including the ETR (Evaluation Team Report)

**Documents to gather from your doctor to aid in applying for future programs:**

A letter that states student's disability, not able to live independently, unable to comprehend the value of money and not able to drive or take public transportation, etc. Sometimes the doctor may request information from the school first before he/she writes the letter.

**Other things parents/students need to do:**

1. If unable to drive, get a state ID at the Bureau of Motor Vehicles.
2. Apply for SSI and declare your fair share.
3. Pursue eligibility with MRDD and BVR if you've not already done so.
4. Request a support coordinator through MRDD.
5. Check health care policy. Some are covered until 18, others 21, etc. Check your specific policy.
6. Apply for Medicaid. It is much easier once SSI has been approved.
7. Look at pros and cons of guardianship.
8. Consider a Health Care Power of Attorney and Living Will. Remember at age 18, you have No control.
9. Young men at age 18 need to register with the selective service. Should receive a mailed postcard prior to 18<sup>th</sup> birthday. If not, request form at your local post office.