



**ASK THE
EXPERTS**

Fact Sheet

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Organizing IEPs, 504s and Life

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View Episode 2 here:

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"Routines reduce anxiety and creating a consistent pattern is helpful for everyone."

The TLDR (too long didn't read)

Clutter Clearing Process

- Decide on the vision for your space
- Sort and purge
- Zone like items in to the area they will be used
- Label and contain items to make them retrievable
- Evaluate and maintain the process

Family Organizing Strategies

- Creating time awareness with clocks, timers and calendars
- Create a landing zone
- Build routines and rituals
- Donate and downsize frequently
- House management is a 90-minute per week role

Types of papers you need to manage for school

- School communication
- Evaluations
- IEP and 504 documents
- Homework (samples from beginning, middle and end of the year)
- Report cards
- Behavior plan



Use a system that works best for you

- Notebook or binder with dividers
- Hanging files
- Hybrid method of both digital and paper system
- All digital

Each Ask the Experts Episode comes in two parts: part 1 is the presentation and part 2 is a Q&A with the expert.