

## Documents to Keep for Youth Transitioning to Adult Life

### Takeaways from this handout:

- You can ease the transition to adulthood for your youth by having him or her organize an ongoing file of important documents they will need after high school.
- You may want to develop a filing system using the categories and sections below; or you may want to set up your own method.
- The documents may be paper copies, digital copies, or some of each.
- It is important to make sure that all of the documents mentioned in this handout are organized and stored in an easily accessible location.

### Job Portfolio

- Job history, including dates and contact information
- Letters of reference
- Resume
- Vocational assessments
- Volunteer experiences
- Examples of academic or job accommodations that your son or daughter has used successfully in the past.
- Examples of effective assistive technology that your son or daughter has used in the past (including prices, suppliers, and potential funders if possible) for your personal use.

### Health History

- Allergies
- Documentation of any relevant medical diagnosis (current within the last three to five years)
- Immunization records

- Medications (type, date started or stopped, and any side effects)
- Keep contact information and names of doctors, dentist, specialists, and therapists
- Pharmacy contact information

### Personal Documents

- Birth certificate (copy)
- Passport (copy)
- Current community service providers
- Emergency contact information
- Health and other insurance information (copy)
- Social Security card (copy)
- Identification card or driver's license (copy)

### School Records

- Copies of Individualized Education Programs (IEP) for last several years
- Diploma (copy)
- High school transcript (copy)
- Current evaluation reports (over the past three years)
- Letters of recommendation
- Report card and progress reports
- Samples of academic, art or design work
- Examples of effective accommodations and assistive technology
- Summary of Performance (required upon graduation with a regular diploma or when a youth exceeds the age of eligibility for special education services at 21)

The documents you keep and organize will help your youth make a smoother transition from high school to adulthood.