

PARENT BINDER ASSEMBLY INSTRUCTIONS

For each notebook you will need:

1. Notebook with hole punched documents
2. 8 dividers
3. 1 business card holder sheet
4. 18 page protectors

I have found that assembly is faster if you first put the needed numbers of page protector sheets behind the dividers in order of assembly, prior to beginning assembly. When you insert the dividers, you will take out the paper which corresponds to the divider you are inserting; it is only there for a place marker to show you where the divider goes.

Order of Assembly:

1. Parent Letter
2. Business card holder sheet
3. Divider: case information and community resources
4. Divider: calendar
5. Divider: services
 - a. 2 Page protectors for the following bold header sheets:
 - i. service plan
 - ii. service certificates
6. Divider: mental health and wellness
 - a. 6 page protectors for the following bold header sheets:
 - i. Psychological evaluation
 - ii. Counseling goals
 - iii. BIPP
 - iv. Anger management
 - v. Domestic violence counseling
 - vi. HIPAA release forms
7. Divider: drug treatment
 - a. 2 page protectors for the following bold header sheets:
 - i. Drug assessment
 - ii. Drug test results

8. Divider: parenting
 - a. 5 page protectors for the following bold header sheets:
 - i. Parenting class goals
 - ii. Report cards
 - iii. Milestones
 - iv. Doctor summaries
 - v. photographs
9. Divider: court orders
 - a. 1 page protector behind tab
10. Divider: household needs
 - a. 2 page protectors for the following bold header sheets:
 - i. Paycheck stubs
 - ii. bills