



Take Charge. Be Prepared. Develop Independence.

MyFILE

(My Folder of Information of Life Experiences)

MyFILE Folders/Content

Eighteen separate folders have a suggested list of records that may be kept in each as well as one blank line to support customization. Three blank folders support further individualization. Each folder contains a business card holder to capture contact information and support communication:

High School Folder

- Current Class Schedule
- High School Course Planning Records and Information
- School-Related Activities Records (ex: sports, music, clubs)
- Most Recent Health Plan/504 Plan/IEP
- Diploma/Transcript
- Final Assessment and Evaluation Reports (ex: ACT, SAT, WAIS, ICAP, etc.)

Medical Folder

- Copies of Health Insurance Cards (ex: Medicaid)
- Family Health History
- Copy of Immunization Records
- Records of Illnesses, Injuries, Surgeries
- Dental Records and Information
- Vision and Hearing Records and Information
- Durable Medical Equipment Records and Information
- Other Papers (ex: prior authorization)
- Outline Health Records Information (ex: account name and password)

Medication Folder

- List of Current Medications
- History of Medications, including side effects
- Pharmacy Records and Information
- Allergies
- Assistive Technology Records and Information (ex: medication minder)

Therapies Folder

- Instructions from Therapists
- Appointment Cards or Schedule

Housing Folder

- Housing Agreement
- Housing Insurance
- Copies of Applications
- Housing Reference
- Letters/Emails Received and/or Sent

Financial Folder

- Bank Information/Account Numbers
- Pay Stubs
- Copies of Applications
- Letters/Emails Received and/or Sent
- Financial Assistance Records (ex: SNAP, energy assistance, etc.)

Employment Folder

- Work and/or Volunteer History
- Current Resume/Cover Letter
- References and Recommendations (personal, professional)
- Interest Inventory Results
- Employment Related Evaluations
- Job Coach/Employment Specialist Information
- Self-Employment Information
- PASS Plan Information

Transportation Folder

- Driver Education Certificate
- Insurance Information
- Vehicle License, Registration, Title
- Accessible Parking Permit Records and Information
- Vehicle Modification Records
- Gas and Mileage Logs
- Vehicle Maintenance Records
- Public Transit Schedules, Information and Training
- Accessible Transit Records, Applications, Approvals and Denials

Post-Secondary Education and/or Training Folder

- Application Information and Records
- Grant Information (ex: FAFSA)
- Disability Services Information/Application Records
- List of Accommodations
- Certificates/Diplomas
- Transcripts

Emergency Preparedness Folder

- Emergency Call Numbers
- Emergency and/or Disaster Plans
- List of Weather Alert Resources (phone, radio, TV, internet)
- Personal Emergency Response System Records and Information

Current Bills Folder

- Calendar of Payments Due/Made
- School/Training
- Phone
- Car
- Insurance
- Housing
- Cable/Internet
- Utilities
- Other Bills

Support Providers Folder

- Independent Living Center Records and Information
- Family Support 360/PLANS Records and Information
- Community Support Provider Records and Information
- Other Program Records and Information

Social Security Folder

- Copy of Application
- Records of All Communication To/From Social Security

Community Folder

- General Information on Community and Volunteer Activities
- My Community and Volunteer Activity Records
- Library Information

Personal Folder

- Copy of Birth Certificate
- Copy of Photo ID (ex: driver's license, state ID)
- Copy of Social Security Card
- Family Contact Information
- Copies of All Cards Kept in Wallet
- All About Me Card

Tax Return/Legal Papers Folder

- Tax Information/W-2 Forms
- Voter Registration Document
- Selective Service Registration Card (men only)
- Records of Power of Attorney
- Advance Directives
- Will
- Marriage License
- Guardianship/Conservatorship Records

Pets Folder

- Pet Records and Information
- Pet Care/Pet Training Class Records and Information
- Pet License and Rabies Vaccination Records
- Companion Animal Certification

Family Services Folder

- Childbirth and Parenting Class Records and Information
- Child Records and Information (birth certificate, vaccination and health records)
- Childcare Provider Information
- Birth to Age Three Records and Information
- Pre-School Records and Information
- Elementary to Grade 12 Records and Information

Additional Available Folder

My Tribe

- Copy of Tribal ID
- Enrollment Papers
- Indian Health Service
- Native American Advocacy Program (NAAP)

- Tribal Business Information Center (TBIC)
- Tribal Education Department
- Tribal Vocational Rehabilitation (VR/121 Program)
- Other Tribal Programs and Services