
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