SPECIAL EDUCATION SOLUTIONS NETWORK / FREE PLANNING TOOL

Education Document Review Organizer

A simple organizer for reading educational documents and preparing questions. Keep records secure and share them only through an appropriate channel.

Document basics

Document title and date:

What question or decision does this document relate to?

Who prepared it, and what sources of information are described?

Review notes

- Mark statements that are clear, unclear, or need discussion.
- Note terms you would like explained in plain language.
- Record places where you want an example or additional context.

Questions and follow-up

A finding I want to understand better:

A question for the relevant professional or team:

Follow-up contact or next step:

Keep in mind
Do not send records to SESN through this website. No secure upload, document storage, or student-record intake is available.