Progress Reports Packets & Procedures:

A progress reports packet should be created and filed at the time you receive a yellow copy of the most recent IEP (this means everything has been approved) and you're good to go for the next year.

1) Log-in
2) Go to Home or Main Menu
3) Click Forms Packets on the left hand side (second from the top)
4) Click Progress Reports Packet for Quarterly Reports
5) Select Student to work on
6) Once Progress reports packet opens up.. click Add Form on the right hand side of the screen
7) Click Insert Goal/Progress Page
8) Click on the type of Goal page you created for the annual/tri/initial most recently completed… the goal pages you insert here must be the same type/style you created in your IEP Packet so that all your data is present for your quarterly reports.
9) Once you have inserted the necessary goal pages, File the Progress Reports packet by clicking on the yellow file folder icon w/ the lock next to it.
10) File the packet under… Last name, First name Progress Reports packet.. date of most recent IEP meeting (the meeting in which these goals were created).
11) You will then edit these progress reports at the same frequency and dates that general ed students receive progress notices or meetings (PS = 2x/year, K-12 = 4x/year)
    a. Ie, if the IEP is dated 4/20/10 your first quarterly progress report will be in May at the end of the semester when final grades go out to all students. Then, next year your second progress report will be in the fall (Oct/Nov), your third progress report will go out in Dec/January with semester grades and your fourth progress point will go out with Spring parent teacher conferences… this way all four reporting periods will occur in conjunction with general education AND will all be completed by the next time you do an IEP.
    b. Example for the 4/20/10 mtg date:

Progress 1	Progress 2	Progress 3	Progress 4
5/30/10	10/12/10	1/8/10	3/05/10

    c. Example for a 11/2/10 mtg date:

Progress 1	Progress 2	Progress 3	Progress 4
1/8/11	3/05/11	5/30/11	10/12/12

12) When you are ready to start on the new IEP for the next year, you will need to archive your Progress Reports packet **BEFORE** you start changing the goals for the next year.
13) Please send in your completed hardcopy of progress reports from the previous year with the new IEP for our review.
14) You will create a new progress reports packet when you send over the new IEP for review.

(Revised 5/10)