



STUDENT SUPPORT SERVICES

Progress Reports

1. Under the SpEd Docs Tab find and click the Progress Report button:

2. Click Add, and a line will be generated in the grid:

3. Choose the date you are reporting progress, and the school from the dropdown, click Save

Live "Progress" link will appear. Click live link and goals will open up:

10/3/19

4. Choose Progress Category from the dropdown for each objective:

Current Period (9/11/2019)	
Progress	Comment
<input type="text"/>	<input type="text"/>

- GA: Goal Achieved
- GAM: Goal Achieved and Maintained
- LP: Limited Progress
- NP: No Progress
- NYI: Not yet Introduced
- SE: Skill Emerging
- SP: Satisfactory Progress

5. Add comments, and click Save:

Current Period (9/11/2019)	
Progress	Comment
<input type="text"/>	<input type="text"/>

Comment

6. Close this screen and click Print Progress Report and Save to Historical Folder button at top of Progress Report screen (this finalizes the progress report and sends it to the parent’s account).

Progress Report

Student Name:

Menu Save Undo [Print Progress Report and Save to Historical folder](#)

Student Name: Student ID: Gender: Birth Date: Grade:

IEP

IEP Date: Date this IEP will be Reviewed: IEP Status:

Current IEP:

This process will be repeated each quarter.



Tips and Reminders

*Goals are included in the Progress Report, but are locked for Progress and Comment.

*If your goal category says Conversion, then you will need to complete the progress in SE then print the progress report and write in objective 1 as it is missing from the IEP. Your Record Specialist can upload the progress note and a copy will need to be sent home to the parent.

*Progress Notes with goals that do not say "Conversion", do not need to be printed each quarter, unless parent requests, as they should be available on ParentVue.

*Progress should be reported, saved and made historic prior to the annual review being drafted.

*Student Support does not need a copy of the Progress Report at the Annual Review. Case Manager may keep a copy in their working file if desired.

10/3/19

