UPDATING PROGRESS REPORTS

Baseline Data:

Baseline data is basic information (where the student is performing as identified in the academic achievement and functional performance section on the instructional plan) gathered BEFORE instruction begins. It is used later to provide a comparison to assessing instructional impact. If the goals and objectives are vaguely defined or undefined, it will be difficult to know what kind of baseline data to gather.

Progress by Reporting Period

For each reporting period, the following data is collected for Progress Reports:

Reporting Periods - (6 or 9 week periods - this is concurrent with issuance of report cards)

Date of the Reporting Period - (date of the end of the 6 or 9 week period)

Progress Towards Goals - (select one of the options in the drop down box – whatever option chosen should reflect the difference between baseline data and current data.)

Not addressed

Insufficient progress

Sufficient progress

Achieved

Generalized

IP (Insufficient Progress) **Reason** (if Needed) - - (if the student is making insufficient progress toward attaining the goal or short-term objectives indicate what the possible reasons may be. "Other" reasons may be added.)

Frequent Absences

Medical/Health

Missing class assignments

Missing Homework assignments

Lack of preparation

Behavior interfering with progress

Lack of motivation/participation

Other (identify)

Conversation with Parent Needed? - (Does the teacher feel a conversation with the parent is needed because the student is not making sufficient progress? If yes, it is the teacher's responsibility to follow up on contacting the parent. This conversation can take place by telephone, person-to-person meeting, email, etc.)

Current Data - (shows how much progress the student has made since the baseline data was gathered and is reflected in the choice the teacher made above in *Progress Towards Goals*)

Comments - any comments the special education teachers wish to add.

- **Teacher Signature(s) and date when the Progress Report was sent.**

(More than one teacher's name can be added on this line.)

Any teachers responsible for implementing a goal on the instructional plan may add information on the progress report. Each teacher should take care not to delete any information a previous teacher has entered.

IF there is an Instruction Plan for your related area(s) on an IEP for any child, you **MUST** provide a **PROGRESS REPORT** every **nine** weeks to record progress toward the objective(s) written.

Open SER
-Choose Student Name
-Click on IEP Form
-Scroll menu and see if progress reports are on the IEP
-**IF** PROGRESS REPORTS are present click on the Goal that pertains to your services and fill out the form.

-**IF** PROGRESS REPORT is not on the scroll menu
Find **Add/delete forms** to IEP (top right side of GSI page 1) (see sample below)
Click on add/delete forms to IEP
A small box like the one below will open

Click to add or remove forms from this IEP - Check the Progress Report box. Click save and reopen the IEP. Use the scroll menu and scroll to Progress Reports

note: Some forms cannot be removed.

☐ Site Determination

☑ Progress Reports

The SAMPLE of A PROGRESS REPORT IS BELOW:

IEP Forms | 7. Progress Reports ▶

| **System:** | St. Bernard Parish | **Student Name:** |
| **Meeting Date(s):** | | **DOB:** |

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Grade: 2nd - Second
Local Id:

add/delete forms to IEP

Existing Instructional Plans | **This goal is automatically copied from the current Instruction Plan page. You will fill in the information below:** **Baseline Data**

Num.	Educational Need Area	Content Area		
1	Academic/Cognitive	Reading/Language Arts/Math	Edit Progress	

Educational Need Area	Academic/Cognitive
Goal	_____ will master second grade curriculum and display appropriate speech competencies with at least 70% accuracy. This will include handwriting and fine motor skills.
Content Area	Reading/Language Arts/Math
Method of Measurement	Daily / Weekly Grades
Additional Methods of Measurement	

Date Goal Achieved

Short-Term Objectives / Benchmarks

THE STUDENT WILL

Progress Reports

Baseline Data
If you have baseline data use it here OR Use performance at the start of the 9 weeks

Reporting Periods

Choose one →→

delete

Progress Towards Goals

-- SELECT ONE --

Current Data
Put the current performance

Comments
Make comments if you have comments other than the IP Reason (if Needed)

IP Reason (if Needed)

-- SELECT ONE --

Other:

Conversation with Parent Needed?