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# Progress Reports

2015-2016

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Quarterly Progress Reports must be emailed to the appropriate supervisor no later than 2 days following the end of the term to the appropriate TAS.

## Step 1



The progress reports will be reviewed, approved and returned to the teacher/itinerant no later than the day prior to the day grade cards are due.

## Step 2



The teacher/itinerant will submit the final copy of the progress report to the TAS no later than the day following grade cards are due. ( Labeled last name, first name, date of birth, progress report year-month-day)

## Step 3

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The TAS will scan all progress reports and email to [studentfiles@sese.org](mailto:studentfiles@sese.org)

## Step 4



Each TAS will complete a Google form to indicate the completion of each student's progress report

## Step 5



Progress report completion will be monitored by SESE administration for accuracy and timely submission

## Step 6



## What must the progress report look like?

- All quarterly progress reports must include all progress information accrued during the life of the IEP (Quarterly, Interim and annual reviews)
- Progress should be reported in Quantifiable means and must match the evaluation criteria listed in the IEP
- This information should also be listed in the Dates Reviewed/Extent of Progress Objective Box.



## In place of the cover sheet.....

- We will no longer be requiring a cover sheet but the following information must be listed in the Dates Reviewed/Extent of Progress Objective Box adjacent to the Goal Statement Box:
  - Date of Birth
  - Home District
  - Service providers name and title
  - Date of Report
  - Statement as to whether or not the goal is met



## What is the progress report timeline?

- All teachers and service providers will be required to submit quarterly progress reports regardless of the home or host districts grade card schedule.
- The host districts quarterly schedule dates will be utilized. (i.e. high school may be on a quarterly schedule while the grade school may utilize a trimester schedule)
- Grade cards will be submitted on host district's schedule.



## How does the parent/guardian get a copy?

- A printed copy of the final progress report should be sent to the parents either accompanying the grade card or sent home with student ( or mailed if appropriate).



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## What if I get a new student?

- If you receive a new student please include all progress information for this student for the life of the IEP.





## Do I have a progress report for annual reviews?

- Each teacher/itinerant provider must complete a current progress update for all annual reviews. This interim progress report must be submitted to the TAS along with a draft of the entire IEP, 2 weeks prior to the Annual Review for approval. Itinerants are only responsible for goal pages.



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## What if I a student on my caseload moves?

- Even if a student on your caseload is only on your caseload for a few days then moves, you will need to complete a progress report.
- This progress report is important, because the district will need to have it to submit to the receiving district upon request for records.



## What if I am co-implementing goals and objectives?

- Due to eliminating the requirement of a cover page, the names of the service providers will be typed into the Dates Reviewed/Extent of Progress Objective Box adjacent to the Goal Statement Box for the applicable co-implemented goals.



## What if the student has had poor attendance and there is limited data?

- Every attempt should be made to teach skills when student is present and to track the progress.
- If the designated trials of tracking have not been achieved due to excessive absences, such statements as:
  - \_\_\_\_\_ met in one of two trials. Limited data due to absences.
  - \_\_\_\_\_ was absent \_\_\_\_ of \_\_\_\_ days this quarter. He demonstrated this skill in 0 of 2 trials.

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Additional questions.....

