Progress Reports

2015-2016
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**
Step 4

The TAS will scan all progress reports and email to studentfiles@sese.org

Step 5

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

Step 6

Progress report completion will be monitored by SESE administration for accuracy and timely submission
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).
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.
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.
Additional questions.....