**How to Enter Progress Marks on ClearTrack for SEIT Services**

**Please note:** *Comsewogue* and *Brentwood* are the only districts that currently use ClearTrack.

1. ClearTrack website <http://cleartrack.esboces.org>
2. Complete this information to log-in:



1. If you need the User ID and password, email NYTPS SEIT Coordinator, Katie Giordano at katie.giordano@nytps.com).
2. Once you log-in, click on:



1. Then, click on:



1. Choose the student from the list or click “select another student” and click on the student you need.
2. There is a “progress note” box under each goal and objective.



* 1. Either choose the appropriate progress code from the menu
	2. Or
	3. Choose the appropriate progress code from the menu **AND** type additional information such as: how you are working on the goal/objective, how the child is responding, proactive strategies utilized, specific prompts needed, etc.

To choose a progress code, click the paper icon to the right of the progress note box  and choose the appropriate code from the menu:



**\*\*\* A progress note for each goal and objective must be completed.**

Click “**Save”** at the top:



You can print the progress marks from the same progress menu screen by clicking on the printer icon on the top right of the page:

