

Progress Reporting for an Individualized Education Program

THE SESIS TEAM | Ensuring all students have access. Together we can!



Progress Reporting for an Individualized Education Program

Introduction

This training guide provides service providers with instructions on how to report progress towards goals in a finalized Individualized Education Program (IEP).

For content guidelines, refer to NYCDOE policy in the current [SOPM](#). All policy within this document was derived from the SOPM.

Progress Reporting

SE SIS allows service providers to report progress towards goals in a finalized *IEP*. The only section of a finalized IEP that can be edited is the *Measurable Annual Goals* section. At a minimum, these reports must be provided at the same frequency and timing of reports provided to parents of general education students. They should be provided more frequently to the extent reasonable and beneficial given the specific goals.

Note: The *Reporting Progress to Parents* section must have been completed prior to finalizing the IEP in order to report progress on a measurable annual goal.

Reporting Progress Toward Goals in a Finalized IEP

1. From the student's Documents tab, click on the most recent finalized **Individualized Education Program (IEP)**.

▼ Documents for 2017/18	Status	Creation Date	Modification Date	Finalization Date
▼ Referral				
Physical Examination	Final	08/11/2017 Fri, 09:45 AM	08/11/2017 Fri, 09:46 AM	08/11/2017 Fri, 09:46 AM
Notice of Social History	Final	08/08/2017 Tue, 04:27 PM	08/08/2017 Tue, 04:27 PM	08/08/2017 Tue, 04:27 PM
Initial Referral Attachment: Initial Referral - Parent - INITIAL015	Final	08/08/2017 Tue, 04:24 PM	08/09/2017 Wed, 01:51 PM	08/09/2017 Wed, 01:51 PM
▼ Assessment				
Psychoeducational	Final	08/09/2017 Wed, 04:05 PM	08/11/2017 Fri, 09:47 AM	08/11/2017 Fri, 09:47 AM
Classroom Observation	Final	08/09/2017 Wed, 04:04 PM	08/11/2017 Fri, 09:47 AM	08/11/2017 Fri, 09:47 AM
Assessment Planning	Final	08/09/2017 Wed, 04:04 PM	08/11/2017 Fri, 09:48 AM	08/11/2017 Fri, 09:48 AM
Social History Package Attachment: Consent for Initial Evaluation - INITIAL015	Final	08/09/2017 Wed, 01:52 PM	08/11/2017 Fri, 09:48 AM	08/11/2017 Fri, 09:48 AM
▼ IEP				
Individualized Education Program (IEP) Attachment: Attendance Page - INITIAL015 Attachment: Attendance Page - INITIAL015 (2)	Final	08/09/2017 Wed, 04:18 PM	02/06/2018 Tue, 11:24 AM	02/06/2018 Tue, 11:24 AM
Notice of IEP Meeting	Final	08/09/2017 Wed, 04:14 PM	08/09/2017 Wed, 04:17 PM	08/09/2017 Wed, 04:17 PM
▼ Placement				
Prior Notice Package for Placement	Final	08/11/2017 Fri, 09:48 AM	08/11/2017 Fri, 09:49 AM	08/11/2017 Fri, 09:49 AM

2. Navigate to the student's **Measurable Annual Goals** section by hovering over the arrow located at the top left corner of the form.

Cover Page ☒ [*Cover Page](#) ☒ [*Coordinated set o](#)

[*Present Levels of Performance and Individual Needs](#) ☒ [*Participate in Stat](#)

[*Student Needs Related to Special Factors](#) ☒ [*Participation with](#)

[*Measurable Postsecondary Goals](#) ☒ [*Special Transport](#)

Measurable Annual Goals ☒ [*Summary Page](#) ☒

[*Reporting Progress to Parents](#) ☒ [*Attendance Page](#)

STUDENT NAME: CHARLIE ANNUAL
DATE OF BIRTH: 10/05/2015
PROJECTED D: 10/05/2017

3. From the *Measurable Annual Goals - Select* dropdown, select the **goal** you need to report progress for.
4. Click **Edit This Section**.

My Home Page | Charlie Annual (CHTANN004) > Documents | Final: Individualized Education Program (IEP) (Annual Review, 2018-19)

Measurable Annual Goals ☒ | Measurable Annual Goals - Select: 1

1
2
3
4

STUDENT NAME: Charlie Annual

5. Check the first available **progress report** (For this example, *1st Progress report for this IEP* is selected).

Note: The *IEP Progress Report* section only appears on the *Measurable Annual Goals* section after the IEP has been finalized.

6. Select an option for each of the three dropdown menus available for **Methods of Measurement**, **Report of Progress**, and **Progress Towards Annual Goals**.
7. Complete the remainder of the progress report as appropriate for the student by answering the two questions pertaining to promotion criteria and recommending IEP team to reconvene.
8. Check the box next to *Print Goals/Progress Report* at the bottom of the page in order to view and print the *IEP Progress Report*.

IEP PROGRESS REPORT

1st Progress report for this IEP ☒ 5

Methods of Measurement (Select) 6

Report of Progress (Select)

Progress Towards Annual Goals (Select)

2nd Progress report for this IEP ☐

3rd Progress report for this IEP ☐

4th Progress report for this IEP ☐

5th Progress report for this IEP ☐

6th Progress report for this IEP ☐

7th Progress report for this IEP ☐

8th Progress report for this IEP ☐

The Student's performance is approaching his/her promotion criteria as set forth on the current IEP: ☐ Yes ☐ No 7

For students who are not anticipated to meet their annual goals and/or promotion criteria: We recommend that the IEP Team be reconvened: ☐ Yes ☐ No

Print Goals/Progress Report: ☐ 8

9. Click **Save, Done Editing**.

