

Instructions for Printing or Saving Quarterly Progress Marks and Comments on IEP Direct

1. When viewing the child's IEP, click "Letters & Reports" on the left toolbar.

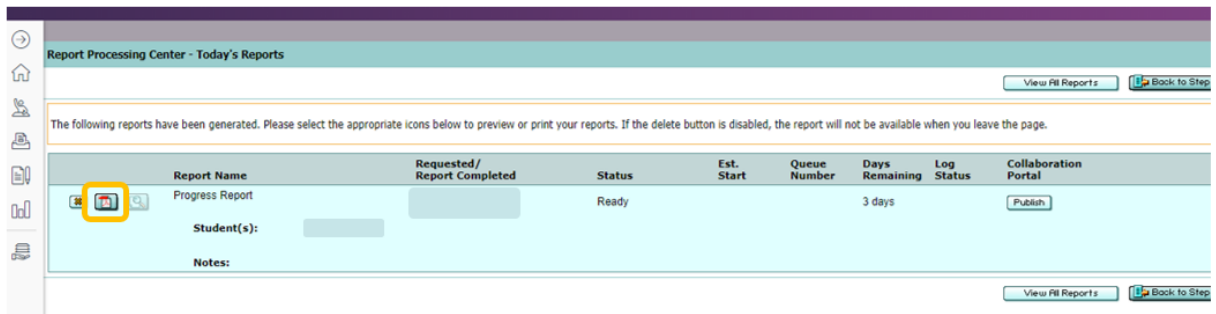
The screenshot shows the IEP Direct interface. The top navigation bar includes tabs for Demographics, Document Details, State Forms, Schedule Tasks, Log Entries, Reports/Assessments, and Document Repository. The left sidebar has a 'Letters & Reports' icon highlighted. The main content area is titled '- Document Details(2020-2021) - Finalized by on'. Below this, there are sections for 'Basic Demographic Information', 'Student Information', 'Contact Information', and 'Personnel Assignments'. The 'Student Information' section contains fields for Birth Date, Race, GenEd ID, Native Language, Notations, First Name, Middle Name, Gender, Designated LEP, Alt ID, Home #, Ethnicity, Requires Interpreter, Cohort, and Student Mobile #. The 'Contact Information' section has a table with columns for Prefix, First Name, Last Name, Relation, Home #, Work #, Mobile #, and Email. The 'Personnel Assignments' section has a table with columns for Name and Assignment Type.

2. Click the checkbox to the left of "Progress Report" and click "Process" at the top right-hand side of the screen.

The screenshot shows a list of documents in the IEP Direct interface. The list includes items like 'CPSE Meeting Packet 2020', 'CPSE Ongoing Service Coordinator Invitation Ltr', 'CPSE Report - Preschool Outcomes Summary', 'CPSE Report - Preschool Student Evaluation Summary', 'CPSE to CSE Referral Form-Consent', 'CPSE Transportation STAC1 CB2001 Form', 'CSE Meeting Packet MM 2020', 'Kindergarten transition cover letter', 'Parent Meeting Contact Information', 'Prescription Rx Request Cover Letter LMP 8-2016', 'Prescription Rx Request to Parent SPANISH', 'Private Placed Acknowledgement-Consent Form', 'Progress Information Report (Duplex Printing Format Available)', 'Progress Report (Duplex Printing Format Available)', 'Progress Report by Areas', 'Progress Report Cover Letter', 'Progress Report for Goals by Responsibility', 'Reevaluation PWN Consent Request', 'Report - Status of Annual Reviews for Current School Year', 'Report - Status of Annual Reviews for Upcoming School Year', 'Report - Student Goals related to State Standards', 'Request for Records Consent (To VS24)', 'Request for Release of Records Consent (To Other District)', 'RS Log - Summary of Related Service Session Notes with CPT Codes (In-District Services)', 'RS Log - Summary of Related Service Session Notes with CPT Codes (Out of District Services)', and 'Statement of Ineligibility'. The 'Progress Report (Duplex Printing Format Available)' item is highlighted with a yellow box, and its checkbox is checked.

3. In the tenth dropdown down the page, "Select Curriculum Area", choose either the appropriate curriculum area(s) for the goals you addressed or "Select All" and click "Next" at the top or bottom right-hand side of the screen.

- Once the report loads, click the red and white Adobe logo on the left-hand side of the screen.



Report Processing Center - Today's Reports

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The following reports have been generated. Please select the appropriate icons below to preview or print your reports. If the delete button is disabled, the report will not be available when you leave the page.

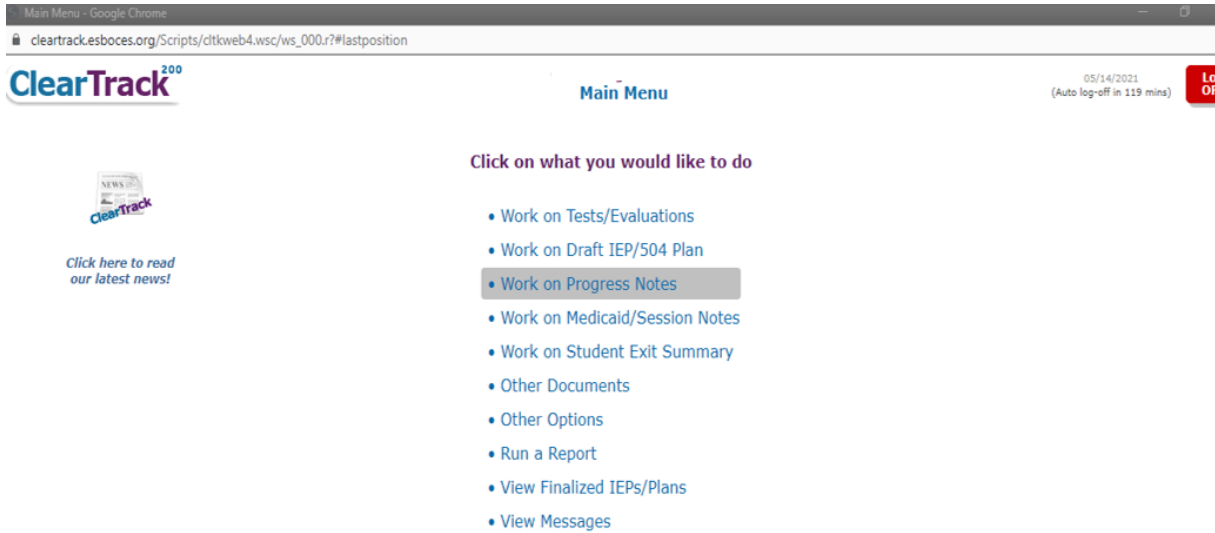
Report Name	Requested/ Report Completed	Status	Est. Start	Queue Number	Days Remaining	Log Status	Collaboration Portal
Progress Report		Ready			3 days		Publish
Student(s):							
Notes:							

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- Save or print report.

Instructions for Printing or Saving Quarterly Progress Marks and Comments on ClearTrack

1. Upon logging into ClearTrack on the Main Menu, click “Work on Progress Notes”.



2. Then click “Work on Student’s Progress Notes” and the child’s name.

3. Click the printer icon at the top right-hand side of the page.

A screenshot of the ClearTrack Progress Notes form. The header shows the ClearTrack logo, 'Progress Notes' title, and a 'Log OFF' button. A navigation bar includes 'Previous Menu', 'Main Menu', 'Save', 'Spell Check', 'My Settings', and 'Progress Menu'. The form displays 'Progress Notes for Marking Period ending: 06/25/2021' and a key: 'N=NO PROGRESS * E=EMERGING * P=PROGRESS DEMONSTRATED * M=MASTERED'. Below this, the 'Service Type: Classroom' is selected. Two goal sections are visible. The first goal, '#1 Goal 01/30/2020 will transition with or without support..', has a criteria of '80% accuracy', methods of 'Recorded observations', and a quarterly schedule. It includes fields for 'Progress Note', 'Objective' (with the text 'will transition with the class group from one location to another.'), 'Previous Notes', and 'Progress Note'. The second goal, '#2 Goal 01/30/2020 When asked a question during a group activity, student will provide a relevant response.', has similar criteria and includes fields for 'Progress Note', 'Objective' (with the text 'will attend to small group instruction during circle time and table top activities in the preschool setting.'), 'Previous Notes', and 'Progress Note'. A printer icon is highlighted in the top right corner.

4. Save or print report.