

Goal Progress Reports are generally done at the regular school reporting periods (that is the default when assigning the goals) and may be completed by either the classroom teacher to whom the student is assigned, or the Case Manager.

Select the **Reporting Period** for which the progress report is being created. To create a new progress report, click the radio button **Yes** next to the **Create Progress Reports**. By choosing **No** here, the user will be able to view existing reports for his/her students by clicking **Execute Query**.

Under **Goal Progress Reports Assigned**, a list of the students assigned to the user will display with the **Reporting Status** for each indicated. Selecting any of the students will display the IEP Goals for that student. If the user is continuing to work on an existing report that has not been Finalized, he/she can do so by selecting the student and the IEP Goal and then clicking on the **View/Edit Progress Report** button at the bottom of the screen. This enables the user to create a Goal Progress report over a period of time rather than all at once right at the reporting period. Once the Goal Progress Report has been completed for that reporting period, the report must be **Finalized**.

District: Reporting Period:

School:

Create Progress Reports Yes No

Execute Query

Goal Progress Reports Assigned

Grade	Student Id	Legal Name	Reporting Status

IEP Goals for the selected Student

IEP #	IEP Date	Goal #	Goal Description	Report's Status

View/Edit Progress Report Print All Goal Reports Print a Summary Report

To begin a new Goal Progress Report, the user will have selected the Yes button next to the **Create Progress Reports** and will be taken to the next screen to begin that process.

Basic Info tab

Only the **Summary of Progress** text box is available to be filled in. All other fields are auto-populated from the information created in the IEP. The user may also review the IEP at any time from this screen using the **View IEP** button at the bottom of the screen. It is not necessary to complete the Summary of Progress and this may be left to the classroom teacher or Case Manager's discretion on the use of this field. This summary does not appear on the report.

BC - Goal Progress Report Details

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number Usual Last Name Suffix Preferred First Name Middle Name Age Gender Birth Date
220421 Alkema Rand Dylen 11-10 M 28-JUN-1996

Ministry Designation Case Manager
Learning Disability Katia, Rodriguez 60050

Basic Info **Progress Report**

IEP Number Reporting Period Position Responsible
1 24-JUN-2008 Teacher

Frequency of Reporting Goal Area Method of Reporting Progress
Regular School Reporting Periods Physical

Goal Description
Rand will - create a goal statement for the goal area. Each goal area can have more than one goal statement.

Summary Of Progress
If student continues with current progress.....

Finalized Date 01-MAY-2008
Finalized By DFREETHY

View IEP Re-Open Delete Spell

Progress Report tab

For each Goal statement, the teacher may be assigned one or more objectives. On this screen the teacher (or Case Manager) will select the **Progress Status**, **Progress Projection** (the Progress Report Code is just that, a code based on the latter two choices and is only used to tell the report what to print in the field – it does not require anything from the user); and **Progress Notes** using the text editor for each goal/objective assigned to the teacher.

At any time, the teacher may view his/her previous report progress information by clicking on the **View Prev.** button. In the pop up screen that brings up the previous information, only the Progress Code is used to identify **Progress Status** and **Progress Projection**. The number in the code indicates **Progress Status** (2 in the illustration on the next page) and the numbering is from top to bottom of the Progress Status Code List. The letter in the code (B in the illustration) is for the **Progress Projection** and is again from top to bottom of the code list.

BC - Goal Progress Report Details

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number Usual Last Name Suffix Preferred First Name Middle Name Age Gender Birth Date
 220421 Alkema Rand Dysten 11-10 M 28-JUN-1996

Ministry Designation Case Manager
 Learning Disability Katia, Rodriguez 60050

Basic Info Progress Report

#	Objective Description	Progress Status	Progress Projection	Progress Report Code	Progress Notes/Comments	
P1.1	Each goal statement	Sometime...	Insufficient Pro...	2B	Student appears to be making.....	View Prev.
						View Prev.
						View Prev.
						View Prev.
						View Prev.

Finalized Date 01-MAY-2008
 Finalized By DFREETHY

View IEP Re-Open Delete Spell

To view the full version of the **Progress Notes/Comments** from the above screen, click on the text editor button to the right of the field.