

Progress Reports

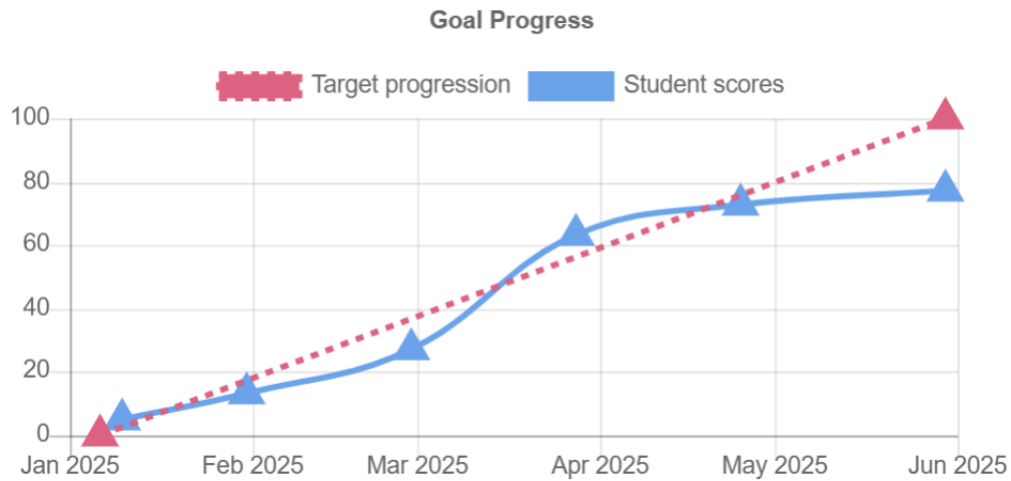
Workflow Highlight: Progress Reports
March 28, 2025

Most plan documents have an associated progress report. Progress reports are a very powerful tool to help track a student's progress toward their goals/objectives as stated in their plan. Progress can be tracked narratively, through observation and comments, or with a progress monitoring chart if there are student scores to report.

Progress reports will automatically populate with goals/objectives (as well as plan dates) from the most recent, completed, plan document. When you create a progress report, if the goals/objectives do not populate automatically, or if they are from a past plan document, you can complete the current plan document, then click **Update Goals/Objectives** in the progress report document to re-pull the information.

Progress Monitoring Charts

Within most progress reports, you can create progress monitoring charts. These charts provide a great visual representation of a student's actual progression as compared to their target progression throughout the year, which can be especially helpful when discussing a student's progress with parents. In addition to tracking whether or not a goal has been met, you are able to tell if a student is on track to meet their goal by the end of the year or the reporting period.



Steps *To chart student progress:*

1. Under the goal or objective, click on the **add Chart** button. A chart will appear with a legend for **Target progression** and **Student scores**.
2. Enter the baseline information for **Date** and **Score**.
3. Enter the target information for **Date** and **Score**. The chart will automatically update and display the appropriate scale and timeline.
4. Throughout the year, when there is a new score to report, click **add Score** or **add Data** and provide relevant information. Once the score and date has been entered, the data point will be plotted on the chart and a trendline will be drawn between each data point.

Progress Report Form Options

For Special Education, there are multiple standard Progress Report formats that you may choose from:

- **Progress Report (rev 2/2018):** SameGoal's custom form that allows users to measure progress narratively or with progress monitoring charts.
- **Narrative Progress Report (rev 2/2018):** SameGoal's custom form that focuses on narrative and observational progress monitoring.
- **Progress Report (OP-06A) (rev 2/2018):** A model form from ODE with required language.

Your district may choose to track progress with any of the provided forms. If you wish to use ODE's language in one of SameGoal's forms, an administrative user may create district banks in the custom forms that include specific language from ODE.

Steps *To add district banks for Progress Reports:*

1. Go to **Settings > District Banks**.
2. Locate and click on the Progress Report form your district would like to use.
3. Click into a field you wish to store text for.
4. Click **edit bank**.
5. Click **add** to add a new value.
6. Enter in the required language from ODE.
7. Optionally, go to **Advanced** and check the **Default** checkbox to make the value appear in the document automatically upon creation.
8. Click **done**.

If there are any Progress Report forms your district will not be using, they can be deleted from your environment in order to remove excess noise and make system maintenance easier. Deleting a form type:

- Will remove the form from the **create new** list.
- Will remove the form from any filters.
- Will remove the form from various settings pages (forms, user roles, district banks, etc.).
- Will NOT delete any documents already created from the given form type.

Steps *To delete a Progress Report form:*

1. Visit **Settings > Form Settings**.
2. Select the Progress Report form type you wish to delete.
3. Click **Actions > Delete**.

 **Tip** Form types can be undeleted at any point if needed.