

## Progress Reporting

The **IEP Progress Report** is used to document a student's progress toward their measurable goals as stated in their IEP and toward target behaviors from their Behavior Intervention Plan (BIP).

**Tip** In the IEP Progress Report, you are able to pull in goals directly from the IEP and BIP.

### Tracking progress

**Steps** *Steps to track progress in an IEP Progress Report:*

1. After completing an IEP for a student, create an **IEP Progress Report**.
  - o Goals will automatically pull in from the most recent completed IEP (and/or BIP).
2. Ensure the document is populated with the correct IEP dates.
3. Throughout the year, track measurable goals in the **Progress** section and behavioral goals in the **Behavior** section.
4. In either the **Progress** or **Behavior** section, click **add Progress** for each entry.
5. Enter in Progress Date, Progress Code, whether or not the progress is sufficient/the goal has been met, and any comments.
6. Optionally add a progress monitoring chart.

## Progress monitoring chart

**Steps** *Steps to create a progress monitoring chart:*

1. Click **add Chart**.
2. Enter in the baseline date and score as well as the target date and score.
  - After entering target and baseline data, the graph will update to have appropriate formatting.
3. For each data point, click **add Data**.
4. Enter in Date, Score, whether or not the progress is sufficient/the goal has been met, and any comments.
  - After adding the date and score, the graph will automatically update with the data point and a trendline.