samegoal

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**.
    - 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.