samegoal

Progress Reports

The **Progress Report** is used to document a student's progress toward their measurable annual goals and objectives as stated in their EP. Although it is not a required form, it can be a very useful tool.

Tracking progress

Steps *Steps to track progress in a Progress Report:*

1. After completing an EP for a student, create an **EP Progress Report**.
    - If you create the Progress Report after completing the EP, the student's goals, objectives, and meeting dates will populate the document automatically.
    - If you create the Progress Report before completing the EP, information will not populate automatically and you will need to update the information.
2. To track progress narratively, under each goal, click **add Progress**.
3. Fill out the progress section and describe the student's progress using comments.
4. You can also choose to use a progress monitoring chart to graph quantitative data.
5. You may leave the document open for the duration of the plan, adding progress information as needed. Then at the end of the plan duration, mark the Progress Report complete.

Tip You may also document objective progress in a similar manner.

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.

Updating goals and EP dates

If you created an EP Progress Report before completing the most recent EP, or if you changed the goals/objectives in the most recent EP, you'll need to update the goals in the Progress Report.

Steps *Steps to update the goals/objectives in the Progress Report:*

1. Update goals in the EP as needed and mark the document complete.
2. Click the **X** icon for any goals/objectives section that is outdated to remove the section in the Progress Report.
3. Click **Update Goals/EP Dates** to automatically update the information in the progress report.

Tip You may also click **add Goal** to manually enter in goals.