samegoal

Progress Reports

The **Progress Report** is used to document a student's progress toward their measurable goals and objectives as stated in their IEP and is a very useful tool.

Tracking progress

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

1. After completing an IEP for a student, create an **IEP Progress Report**.
    - If you create the Progress Report before completing the IEP, the student's goals will not pull in correctly and you will need to update the goals.
2. Ensure the document is populated with the correct IEP dates.
3. In the **Progress** section, click **add Progress** for each entry.
4. Enter in Progress Date, Progress Code, whether or not the progress is sufficient/the goal has been met, and any comments.
5. Optionally add a progress monitoring chart to graph quantitative data.

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

If you created an IEP Progress Report before completing the most recent IEP, or if you changed the goals/objectives in the most recent IEP, 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 IEP as needed and mark the document complete.
2. Click the **X** icon for any goals/objectives section that is outdated to remove the section.
3. Click **Update Goals and Objectives from IEP** to automatically pull in goals.

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