samegoal

Progress Reporting

Progress reports are required for some Section 504 impairments.

Progress reporting

Steps *To document progress:*

1. **Section 504 Progress Report** *(as needed)*
    - Create document.
    - If the **Section 504 Plan** has been marked complete, plan start/end date and interventions will autocopy into the report.
    - Progress reporting options are as follows; consult your district policy.
    - **(a) One progress report, leave incomplete throughout year:**
        - When progress should be reported, enter it.
        - Share the document with parent(s).
        - At the end of the plan year, mark it complete.
    - **(b) Complete/amend each period:**
        - When progress is entered for a given time period, mark the report complete.
            - No changes can be made by any educators.
            - Adds a history item to Document History (can easily pull up copy of the full document at this point).
        - When it's time to enter progress again, amend the report.
            - Parents will no longer have access to the most recent version of the document. They will see the document as it was when it was marked complete.
        - Enter new progress information.
        - Mark the report complete.
        - Reshare the document with parent(s).
    - **(c) New report each period:**

- Mark the report complete when progress has been entered for the reporting period.
- When it comes time to report progress again, create a new progress report by using the **Copy to new document** feature.
- Repeat.