

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 version 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.