samegoal

G/T Progress Report

A **G/T Education Plan Progress Report** is used to document a student's progress toward their goals as stated in their **G/T Education Plan**. Although it is not a required form, it can be a very useful tool.

Tracking progress

Steps *To track progress:*

1. After completing an Education Plan for a student, create a **G/T Education Plan Progress Report**.
    - If you create the Progress Report before completing the Plan, the student's goals will not pull in automatically.
2. Throughout the year, track measurable goals by clicking **add Progress** for each entry.
3. Enter in Progress Date, Progress Code, whether or not the progress is sufficient/the goal has been met, and any comments.
4. Optionally, add a progress monitoring chart to graph quantitative data.

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.