samegoal

RTI Progress Report

The **RTI Progress Report** is used to document a student's progress toward meeting their goals as stated in their **RTI Plan** while they receive interventions.

The Progress Report should be created after the plan is completed and it can be used to help drive decisions in the **RTI Follow-Up**.

In SameGoal, there are two RTI Progress Report forms; one for Tier 2 and one for Tier 3. A Tier 2 Progress Report should be completed for a Tier 2 Plan and a Tier 3 Progress Report should be completed for a Tier 3 Plan.

Tip in the Progress Report, you are able to pull in goals and interventions directly from the associated plan document.

RTI Progress Report

Steps *To create and author an RTI Progress Report:*

1. After completing an RTI Plan for the student, create the appropriate **RTI Progress Report**.
    - If you create the Progress Report before completing the RTI Plan, the student's interventions will not pull in correctly and you will need to add them manually or first complete the RTI Plan and then click **Update Interventions** in the Progress Report.
2. Enter in the most recent **End Date** from the plan.
3. Throughout the reporting period, track progress toward goals in the **Progress** section.
4. For each intervention, enter in baseline and target dates and scores.
5. For each data point, click **add Data** and enter date, score, whether the progress is sufficient, if the goal has been met, and any comments.
    - Many districts choose to record absences or disruptions to scheduling in the comments section.

6. When reporting progress to the parent/guardian, you can electronically share the document with them.
7. Once you are done tracking progress, complete the document.

Workflow Options

Some districts choose to leave the Progress Report open for the duration of the plan, some districts create multiple Progress Reports for a plan and complete each at the end of each reporting period, and some districts complete the Progress Report at the end of the reporting period and add an amendment for each new reporting period.

1. **(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.
2. **(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).
3. **(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.