

## **IEP Progress Reports**

The **IEP Progress Report** is used to document a student's progress toward their measurable goals and objectives as stated in their IEP and toward target behaviors from their Behavior Intervention Plan (BIP). Although it is not a required form, it can be a very useful tool.

**O** Tip In the IEP Progress Report, you are able to pull in goals directly from the IEP and BIP.

## **Tracking progress**

**Steps** Steps to track progress in an IEP 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. Throughout the year, track measurable goals in the **Progress** section and behavioral goals in the **Behavior** section.
- 4. In either the **Progress** or **Behavior** section, click **add Progress** for each entry.
- 5. Enter in Progress Date, Progress Code, whether or not the progress is sufficient/the goal has been met, and any comments.
- 6. Optionally add a progress monitoring chart to graph quantitative data.

O Tip You may also document objective/benchmark progress in a similar fashion.

## **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 BIP), or if you changed the goals/objectives in the most recent IEP (or BIP), 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/BIP 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 Click the **X** icon for any goals/objectives section that is outdated to remove the section.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/Objectives from IEP** or **Update Behaviors-IEP/BIP** to automatically pull in goals.

O Tip You may also click **add Goal** or **add Target Behaviors** to manually enter in goals.