samegoal

Services Plan Progress Report

The **Services Plan Progress Report** is used to document progress toward goals for private school students who are receiving special education services.

Tip In the Services Plan Progress Report, you are able to pull in goals and objectives directly from the Services Plan and target behaviors from the Behavior Intervention Plan (BIP).

Tip The Services Plan Progress Report follows the same format as the IEP Progress Report.

Tracking progress

Steps *Steps to track progress in a Services Plan Progress Report:*

1. After completing a Services Plan for a student, create a **Services Plan Progress Report**.
    - If you create the progress report before completing the Services Plan, 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 Services Plan 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.

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 a Services Plan Progress Report before completing the most recent Services Plan (or BIP), or if you changed the goals/objectives in the most recent Services Plan (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 Services Plan/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 Click the **X** icon for any goals/objectives section that is outdated to remove the section.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 SP** or **Update Behaviors-SP/BIP** to automatically pull in goals.

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