

## Programs Participation Tracking

Special Program participation tracking determines whether (along with key info about how) a student "participates" in a given program at any given time (e.g. Special Education, Section 504) based on dates and content of completed documentation in SameGoal for any given student. You can see program participation information for students who you have an educational interest in.

There are three main areas of the application for Special Programs participation tracking:


- **Programs Tab** - The **Programs** tab appears when you visit a student. This **Programs** tab shows a summary of the programs this student currently participates in. The timeline is listed in reverse chronological order. To see a full timeline, users may click the **Show full timeline** link. The timeline includes:
  - **As Of** - The date that the way the student participates in a given program changed. If the student has participated in the same key ways since the specified date, no additional events or documents will appear afterwards.
  - **Program** - The program the student changes are related to.
  - **Change** - A key change in the way the student participates in a given program (e.g. LRE, disability for special education).
  - **Description** - The description of the change in the program (e.g. LRE - IE13).
  - **Document and relevant fields** - The document and document fields associated with this program change. If the user has access to the relevant document, they can click the dropdown arrow and the link(s) to the document the change was pulled from. If the user does not have access to the relevant document, the dropdown arrow will be disabled.
    - *Note: The timeline includes invalid/missing data in documents so that it can be easily corrected. This page also lists any incomplete documents which would otherwise be used to calculate program participation, if any.*
- **Program Participation icon** - A program participation icon displays throughout the application next to any student when they currently participate in a given program (as determined from the **Programs** tab). This helps users immediately identify students participating in certain programs. On hover, the icon shows basic information about the student's participation.

- **Reports** - All students no longer participating in a given program are not included in administrative reports by default (except for EMIS/historical reports). For example, students that have exited Special Education are no longer included in Special Education reports by default. To include these students in a given report, click the **Advanced link** and select **not participating** from the **Program Enrollment** section.
- Ohio-specific program participation tracking guidance:
  - Special Education
  - Section 504
  - Advanced Learners
  - K-4 Literacy

**Steps** *To view and update document and relevant fields:*

1. Visit the student's program page you wish to update.
2. Click the dropdown arrow to the right of the **Document and relevant fields** column.
3. Click the link you wish to update.
4. If updates, that are not an amendment, need to be made, mark the document incomplete.
5. Once updates have been made, mark the document complete.

 **Tip** : To view data issues, click the **Show data issues** link at the top right above the table.

 **Tip** : Links under the **Documents and relevant fields** column are visible based on the user's user group permissions. Administrative users can view and incomplete all documents.