

How to Complete IEP Progress Reports

On SER, go to the student's last OFFICIAL IEP. On any page, click the drop down box at the top. If you see PROGRESS REPORT at the bottom of the list, go to #2 on the instructions. If you do not see PROGRESS REPORT at the bottom of the drop down list, go to #1.

#1 TO ADD PROGRESS REPORTS TO AN IEP THAT DOES NOT CURRENTLY HAVE ANY PROGRESS REPORTS:

1. On SER, go to the student's last OFFICIAL IEP.
Do not add Progress Reports to a Draft.
2. Click VIEW on the IEP.
3. On the General Information page, click on ADD/DELETE FORMS on the right of the page.
4. Click on Progress Reports.
5. Click on SAVE.
6. PROCEED TO #2.

#2 TO ADD NEW PROGRESS REPORTS TO AN IEP THAT ALREADY HAS PROGRESS REPORTS:

1. On any page of the last OFFICIAL IEP, in the drop down box at the top of the page, click Progress Reports.
2. **A Progress Report must be completed for each goal in the IEP.**
3. Educational Need Area, Goal, Content Area, Method of Measurement, Additional Methods of Measurement, and Date Goal Achieved will self-populate from the Goal Pages of the IEP.
4. **BASELINE DATA:** Baseline data is basic information (use data from Renaissance, Discovery Education, DIBELS, iSTEOP, Read 180, n2y, etc.) gathered BEFORE instruction relating to that goal begins. It is used later to provide a comparison to assessing instructional impact. If the goals and objectives are vaguely defined or undefined, it will be difficult to know what kind of baseline data to gather. **DO NOT USE REPORT CARD GRADES.**
5. **REPORTING PERIOD:** Use the date of the *last day* of the nine weeks reporting period.
6. **PROGRESS TOWARD GOALS:** Choose one of the selections.
7. **IP REASON:** If Insufficient Progress was chosen, a reason must now be selected.
8. **CONVERSATION WITH PARENT NEEDED?:** If yes, it is the responsibility of the teacher to initiate and follow up on attempts to communicate with the parent.
9. **CURRENT DATA:** This shows how much progress the student has made since the baseline data was gathered and is reflected in the choice the teacher made above in Progress Towards Goals. **DO NOT USE REPORT CARD GRADES.**
10. **COMMENTS:** Include any additional comments needed.
11. Type your name in Signature. Enter the date reports cards go home for the **DATE SENT TO PARENT.**
12. Click **SAVE!**
13. Go back to the first access page and click on PRINT (print 3 copies of each). Sign each copy.
 - ✓ Place 1 copy in the student brown folder. (Should be printed & added to folder each nine weeks)
 - ✓ Attach 1 copy to the Report Card to be sent home to the parent. **PROGRESS REPORTS MUST BE COMPLETED AND SENT HOME TO THE PARENT EACH 9 WEEKS.**
 - ✓ Give 1 copy to your SpEd Contact Teacher to be sent to Central Office.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Danna LaCaze, Shelia McDonald, or Sarah McElwee at Natchitoches Parish School Board – Special Education Department: 318-352-2358.