



Student Progress Reports

In the *Student Services* view

1. Click the **Plan** Top Tab
2. Find the Student AND the PLAN that you wish to write the progress report for

Pages Student **Plan** Log Global Staff Admin

Plans

Options Reports Help Search on Name 1 of 224 selected All Records

Details	Name	Pupil #	Designation	DOB	PlanName	Status	StartDate	EndDate	ExitDate	Plan review date
			D	26/02/2002	73-IEP-2018V1	Draft	09/01/2018	29/06/2018		
				01/11/1998		Previous				
				01/11/1998		Previous	24/09/2015	24/09/2016		
				01/11/1998		Previous	24/09/2015	24/09/2016		
				01/11/1998		Previous	24/09/2015	24/09/2016		
				26/12/1995		Discarded	20/11/2015	20/11/2016		
				26/12/1995		Previous				
	Doe, John		Q	10/08/2003	73-IEP-2018	Active	25/11/2015	29/06/2018		12/12/2017

3. Click the **Progress** Side Tab, Click **Options**, then **Add**
Complete the screen below:

Plans :: **New IEP Goal Progress**

Options Reports Help

Save Cancel Default Template

Progress - Details

Date

Report period * Secondary & Middle Schools use P1, P2, P3, and P4
Elementary School suse P1, P2, P3

IEP Goal > Identifier

IEP Goal Objective > Sequence number

Staff Name Epp, Bradley

Progress code

Progress

Comment

Click **Save**



Student Progress Reports

Progress
Details

Team Members
Access Log
Snapshots

Date: 09/01/2018
Report period: P2
IEP Goal > Identifier: 1
IEP Goal Objective > Sequence number: 1
Staff Name: Epp, Bradley
Progress code: Approaching

Text

Text

Text

Comment

Goal Information

IEP Goal > Identifier 1 Specific Goal Focus: Academic/Intellect.

Measurable Annual Goal	Current Performance Level
What challenging, yet attainable, goal can we expect the student to meet by the end of this IEP period? How will we know that the student has reached this goal? will improve her writing skills.	What can the student currently do? is not confident with her writing. She struggles to put ideas on paper and is a weak speller.

Benchmark/Objectives
What will the student need to do to complete this goal?
will write a paragraph with a clear topic sentence, supporting details, a conclusion, and correct grammar 4 out of 5 times by June 2018.

Save Cancel

- 4. To Print the IEP Progress Report, click **Reports**, then **Reports** then **IEP Progress Report** Complete the dialogue box.

IEP Progress Report

Report period	<input type="text" value="▼"/> 1. Select the reporting period
Start date	<input type="text"/> <input type="calendar"/> 2. Select the Start date of the reporting period
End date	<input type="text"/> <input type="calendar"/> 3. Select the End date of the reporting period
Staff	<input type="text" value="Q X"/>
Format	<input type="text" value="Adobe Acrobat (PDF)"/> ▼

 4. Click Run