

## Progress Reports in Documents

The Progress Report document in EdPlan™ is designed to provide summary information to parents on their child's work toward meeting their IEP goals and objectives. The Progress Report may be created for a single progress report period and/or consecutive reporting periods to show cumulative progress.

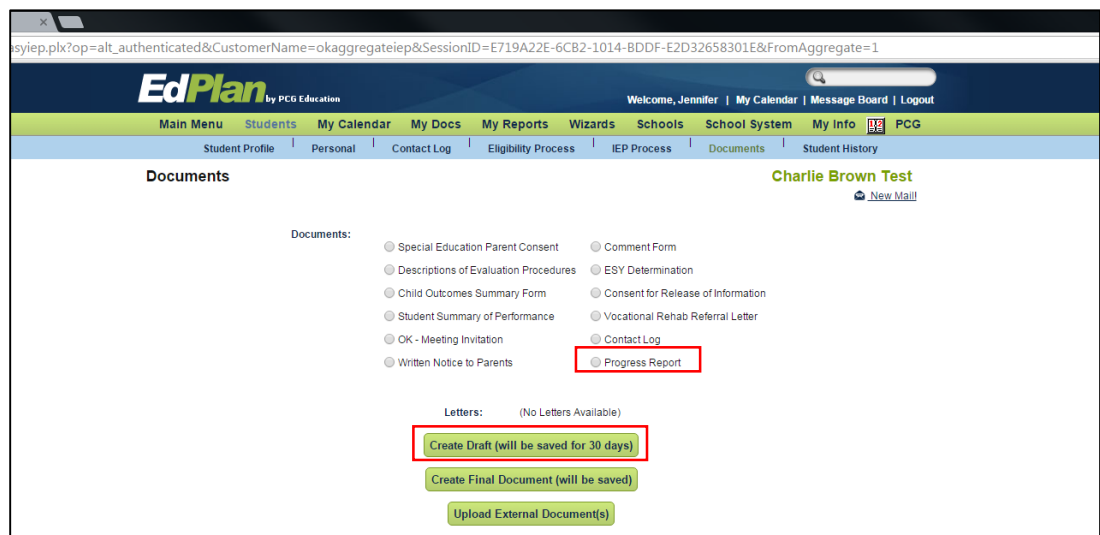
Progress reports must follow the report card schedule (marking period schedule) and fall within the dates of the appropriate progress reporting period.

- Example: District on 9 week report card periods - IEP dates 3/2016 – 3/2017: User will send the first progress report on the new IEP with the progress reporting period 3 which correlates to the 3<sup>rd</sup> 9 week period of the current school year.

All progress reports must be completed for the student's current IEP before finalizing a new IEP or IEP Addendum. If a new IEP document is finalized before the last progress report is completed, the next progress report will pull from the new finalized IEP document.

Creating a Progress Report in Documents:

1. Select Documents 'Progress Report'
2. Click 'Create Draft' button.



3. The 'School Year' field will default to the current school year.
4. Select the 'Reporting Period' from the dropdown menu. Users are required to select a reporting period before creating a progress report. Progress Report Wizard does not default to current reporting period. Progress Reporting Periods correlate to the General Education report card schedule.

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**Create Draft document** **Charlie Brown Test**  
[New Mail!](#)

The following information is required before you can create this Draft Document

**Progress Report**

School Year: 2015-2016 ▼

Reporting Period: ▼

**Create Draft Document**

5. Select a Status for each Annual goal, enter a 'Status Narrative', select a Status for each Objective, enter the 'Target Percent', and enter a 'Status Summary Narrative' if applicable.

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**Progress Report** **Charlie Brown Test (2015-2016 - Reporting Period 5)**  
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Annual Goal:	Reading - 4th Grade: Comprehension/Critical Literacy- The student will interact with the words and concepts in a text to construct an appropriate meaning. [PASS 4.3]. Add info here.	Last Updated On:	(none)
Status:	Maintaining ▼		
Status Narrative: (for Progress Report)	narrative information		
Current %	65		

Objective	Evaluation Procedures	Status	Status Narrative	Current % / Target %
PASS 1.2.5 Relate an important life event or personal experience in a simple sequence.	Exam	Progressing ▼	this is a status narrative	90

Annual Goal:	Reading - Kindergarten: Fluency - The student will demonstrate the ability to identify words in text.[PASS K.5]	Last Updated On:	(none)
Status:	Not Introduced ▼		
Status Narrative: (for Progress Report)			
Current %			

There are no objectives for this annual goal.

Status Summary Narrative: summary narrative - add additional notes

Create Cumulative Report  
**Create Draft Progress Report**

6. Select the 'Create Draft Progress Report' button.
7. Create the Final Progress report when all Goals and Objectives progress are updated.

**Note:**

1. If you would like to pull all periods into one report click the 'Create Cumulative Report'. These reports will be stored in 'My Docs' if you would like to batch print.
2. If a progress report has already been filled out for the last period make sure you finalize before writing your new information, or it will be erased.