



# Progress Reporting for an Individualized Education Program

## Introduction

This training guide provides service providers with instructions on how to report progress towards goals in a finalized Individualized Education Program (IEP).

For content guidelines, refer to NYCDOE policy in the current Standard Operating Procedures Manual (SOPM). All policy within this document was derived from the SOPM.

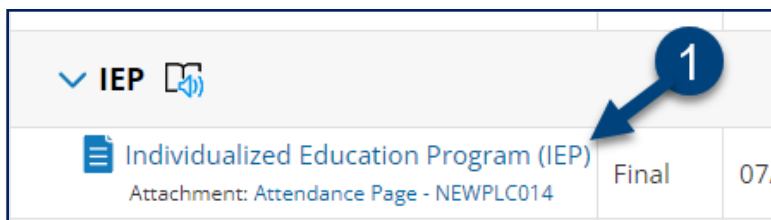
## Progress Reporting

SE SIS allows service providers to report progress towards goals in a finalized IEP. The only section of a finalized IEP that can be edited is the *Measurable Annual Goals* section. At a minimum, these reports must be provided at the same frequency and timing of reports provided to parents of general education students. They should be provided more frequently to the extent reasonable and beneficial given the specific goals.

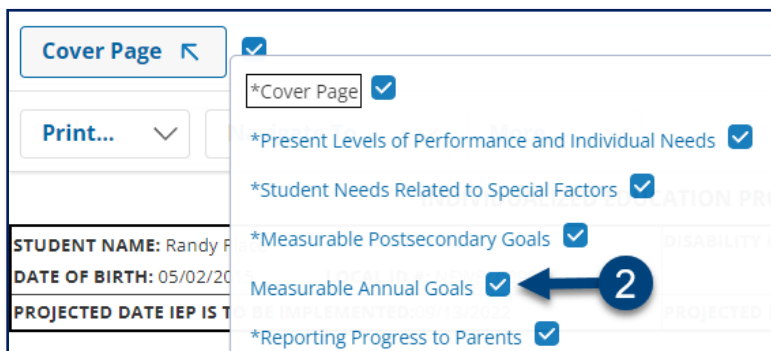
**Note:** The *Reporting Progress to Parents* section must have been completed prior to finalizing the IEP in order to report progress on a measurable annual goal.

## Reporting Progress Toward Goals in a Finalized IEP

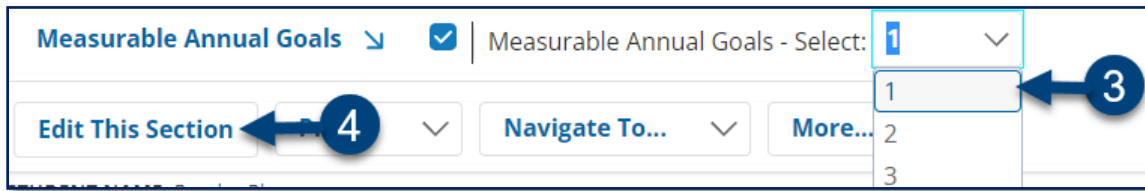
1. From the student's *Documents* tab, click on the most recent finalized **Individualized Education Program (IEP)**.



2. Navigate to the student's *Measurable Annual Goals* section by hovering over the arrow located at the top left corner of the form.



- From the *Measurable Annual Goals – Select* dropdown, select the **goal** you need to report progress for.
- Click **Edit This Section**.



- Check the first available progress report. (For this example, the *1<sup>st</sup> Progress report* has been selected).

**Note:** The IEP Progress Report section only appears on the Measurable Annual Goals section after the IEP has been finalized.

- Select an option for each of the three dropdown menus available for **Methods of Measurement**, **Report of Progress**, and **Progress Towards Annual Goals**.
- Complete the remainder of the progress report as appropriate for the student by answering the two questions pertaining to promotion criteria and recommending IEP team to reconvene.

- Click **Save, Done Editing** when done.