

Progress Report Procedures

	Email related service providers that progress reports must be done by _____ (give at least 1 week notice)
	Print Combined Report (Changing the “Show students” to “serviced by me”)
	Review list for who has had an IEP since October 1. <ol style="list-style-type: none"> 1. Are you significantly concerned about their progress? 2. If yes - complete this form 3. Check off on the Combined Report any of the students with the completed IEPs
	Review students you have already written progress reports for. If you marked sufficient progress, and you believe it should have been insufficient...complete this form Check these off on the Combined Report
	Get an envelope for each student you case manage (2 for those that have parents living separate)
	Have students address envelopes to be sent home (if not age appropriate - do it yourself)
	As you complete each progress report, check off on Combined Report
	Resend reminder to service providers with 24 hour notice
	Print progress reports
	Verify each progress report is complete
	Review each progress report and see if the DATA shows the student is making reasonable progress. If the student is not making progress: <ul style="list-style-type: none"> - Verify that there is rationale in the progress report, what is being changed, and/or a team meeting is being held - Mark your calendar for one month from now to make sure that the student is making progress
	If a service provider is not complete, email them and CC Sarah Mittelstadt that you sent the progress reports home without their progress report complete. They will need to send it home.
	Make a copy of each progress report
	Put one copy in the file
	Mail remaining copy home before the Thanksgiving break