

# Progress Report Development

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**The Purpose** of the progress report is to allow you to judge whether the child's progress toward the annual goal(s) is sufficient and to inform parents of that progress.

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Component	Characteristics
<p><b>Measurement:</b> The measurement method is the key to progress reports. From the progress report, you must be able to determine:</p> <ol style="list-style-type: none"><li>1) The amount of progress toward the annual goal(s)</li><li>2) When the data were reported</li></ol>	<ul style="list-style-type: none"><li>• Uses the same measurement method as used in the PLAAFP, measurable annual goal and short-term objective/benchmark (when required).</li><li>• If the goal is not terminal for the skill, the final progress report provides the baseline data for the measurable annual goal next year.</li></ul>
<p><b>Documentation on the IEP:</b> The IEP must contain specific information in relation to the progress report. The IEP documents how progress will be measured and when parents will be informed of their child's progress toward meeting annual goals.</p>	<ul style="list-style-type: none"><li>• A statement of how the child's progress toward the measurable annual goal will be measured.<ul style="list-style-type: none"><li>○ In the IEP it must be clear what method will be used to measure progress.</li><li>○ A correctly written goal will be sufficient to describe how progress will be measured.</li></ul></li><li>• Statement of when the child's parents will be informed of progress.<ul style="list-style-type: none"><li>○ Such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards.</li></ul></li></ul>
<p><b>Documentation on the Progress Report:</b> The progress report must contain specific information about current performance and amount of progress made.</p>	<ul style="list-style-type: none"><li>• Reporting the "student is doing well" or "is making progress" is not adequate.</li><li>• Must contain the data/score (or whatever baseline measurement was used) to show current performance &amp; to show progress from baseline.</li></ul>
<p><b>After Reporting:</b> The measurement and reporting also allows you the opportunity to determine if adjustments in the IEP are required.</p>	<p>Services and supports should be reviewed and considered to determine need for adjustments if:</p> <ul style="list-style-type: none"><li>• There is a lack of expected progress toward the measurable annual goals</li><li>• There is a lack of progress in the general education curriculum</li></ul>