



## Progress Reporting Checklist

Organizational Suggestion	Create a template with four columns for each quarter of the school year. Put each student's IEP date in the correct column and then mark "written progress report" in the other three. This will quickly show you who needs a written progress report each quarter.
	Email all related service providers that progress reports must be done by _____ (give at least 2 weeks notice)
	Measure each goal you are responsible for (need data specific information)
	Verify each progress report is complete and that <u>ALL GOALS</u> have been addressed by each service provider. Everyone should use the same date for the progress report, as the IEP is being reported as a whole.
	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"> <li>- Verify that there is rationale in the progress report, what is being changed, and/or a team meeting is being held</li> <li>- If progress is not being made, something needs to be changed.</li> </ul>
	Finalize, print and make a copy of each progress report
	Put one copy in the permanent special education file
	Mail remaining copy home