



Progress Reporting Requirements and Guidelines

1. The IEP includes a description of **HOW** the student's progress toward the annual goals will be measured.
 - Goal and Objective Tutorials ensure this is covered. Review the material.
 - Choose the most appropriate measurement tool to use for the objective.
 - Measurement tools may differ depending upon the objectives.
 - Typically documented in the IEP using "as measured by" phrase.
 - Examples: "...as measured by systematic observations and notes."
 - " as measured by 3rd grade AIMSweb maze reading passage."
 - " as measured by written language rubric."
2. The IEP includes a statement of **WHEN** periodic reports on the progress the student is making toward meeting the annual goals (such as the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided.
 - State law** requires that parents are regularly informed at least as often as parents of a nondisabled child are informed of progress.
 - **Federal law** indicates regularity of reporting by stating "such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards.
 - **Example:** If a school sends out 4 report card per year to all students AND students with IEP's state that "three written progress reports will be mailed to Parents when report cards are issued and progress will be shared once orally at the student's annual IEP meeting and through the revised IEP", then the requirements would be met. The statement would reflect both the WHEN and the HOW requirements.
3. The IEP includes a statement of **HOW** the student's parents will be regularly informed by such means as periodic report cards, at least as often as parents are informed of their nondisabled student's progress.
 - Must describe how the parents will be regularly informed of their child's progress toward annual goals.
 - The annual IEP meeting may be included as one of the ways they'll be informed.
 - If using more than one method, the IEP must indicate **the number of times EACH method of progress reporting will be used**. Examples include written progress reports, phone calls, and parent-teacher conferences.
 - Cannot use "and/or" to describe multiple methods.
 - Progress reports **may not (only) be shared orally with parents**. IF progress reports are shared orally with parents, including as part of an IEP team meeting, the student's special education file (or IEP) must include documentation that progress reporting requirements are met.
4. The student's **progress toward the annual goals** is reported.
5. The **extent to which progress is sufficient** to enable the student to achieve the goals by the end of the year is reported.
6. The IEP team must **review the student's IEP periodically**, but no less than annually, to determine whether the annual goals are being achieved, AND **revise the IEP**, as appropriate, to address any lack of expected progress toward the annual goals.

