

Topic: Generate SpEdDoc Goal Progress Report for the DOE

More Info: See *Find Guide* (Downloads at SpEdDoc.org)

Audience: Special Education Directors, Principals

Date: January 29, 2010

The DOE requires reporting goal progress for current IEP's twice annually if schools don't meet AYP for IEP students. If a progress code has been selected for each objective for the progress period, then the SpEdDoc IEP Goal Progress report identifies the percent of goals with

Student	CC#/DOB	Grd	CH	Goals	IEP Meet	Progress Date	% Progress	% Achieved	View	CC Status	Init-To (max)
Howard Dean	02/23/88	12	RAS	2	10/30/08	1/08 4/08 6/08 10/08	100 100 0 0	100 100 0 0		Active	11/11/09
Kasey Atbat	02/02/98	05	RAS	4	11/27/08	10/08 12/08 03/09 6/09	50 50 0 0	75 25 0 0		Active	12/7/09
Miranda Wrights	1086829 04/14/92	10	RAS	2	08/27/08	10/08 1/09 4/09 6/09	50 100 100 0	100 100 0 0		Active	9/9/09
Julie Roberts	1018222 12/12/90	10	RAS	3	09/26/08	10/08 1/09 4/09 6/09	33 100 100 0	100 100 33 0		Active	10/6/09

progress and the percent achieved. All the objective boxes need to be entered for each reporting period (even if an objective was reported as achieved in an earlier period). Progress is credited for goals that have at least one objective coded A, E or S in the progress reporting period under consideration. Mastery is credited for goals that have all objectives (and, if coded, the goal itself) coded A in the progress reporting column under consideration. When submitting the report to the DOE, maintain confidentiality by trimming the student name column with an old-fashioned paper cutter.

Find current IEP's

Depending on the date the report is run, some current IEP's may not have had a progress period come due. The Current report includes IEP's where the current date falls between the IEP Meeting date and the last Duration date and the CC Status is Active, Unilateral or Tuition. To review progress on current IEP's:

- Log into SpEdDoc with the SU Password (to access all the records).
- Click the *Goal Progress* button (on Student Main Menu) to generate a list of all SpEdDoc IEP's.
- On the bottom of the IEP Goal Progress report, select the *Current* button. This finds current IEP's for students active in special education, based on the Meeting and Duration dates (and CC Status of Active, Tuition or Unilateral). Click the italicized column headings to sort, e.g., click on the IEP Meeting heading to sort chronologically by Meeting Date.
- Each IEP displays three lines: The top line displays the Progress Reporting Dates, the second displays the percent of goals with progress and the third displays the percent of goals achieved.

Find current IEP's by Facility

To view current IEP's summarized by the Facility that students attend, first select the Current button. After the Current list loads, select the Facility Summary button on the bottom of the IEP Goal Progress screen. Or, to view results for just one CM School (as indicated on the bottom left of the Main Data screen for each student), begin the process by logging onto SpEdDoc with the school (not SU) password.

Find Last Year or Last Complete IEP's

While the DOE collects current IEP data, SpEdDoc offers other reports that are useful. The Last Year button on the bottom of the IEP Goal Progress screen reports all IEP's that were in effect at some point during the prior school year, while the Last Complete button shows the last completed IEP for each student.