

IEP GOAL DATA TRACKING SHEET

Quarterly: a four-quarter data grid, quarterly summary, report-ready page, graph, caseload overview, and a filled example. Fillable PDF.

SETUP Setup: Goals, Quarter Dates, and Your Team's Keys

Fill this in once a year. Every sheet in this file refers back to it, so nothing is reduped.

STUDENT _____ SCHOOL YEAR _____ WHO RECORDS THE DATA _____

The goals. Copy from the IEP in your own words: the team sets every target.

GOAL #	GOAL AREA (MY WORDS)	HOW IT IS MEASURED	TARGET (TEAM'S WORDS)	STARTING POINT

The four quarters. Write your district's own dates.

QUARTER	STARTS	ENDS	REPORT GOES OUT
Q1			
Q2			
Q3			
Q4			

Help-level key: Your team defines each level. Progress labels: Use the words your district uses.

HELP LEVEL	WHAT IT MEANS FOR US	PROGRESS LABEL	OUR RULE FOR IT

RECORD Four-Quarter Data Grid, One Goal

One student, one goal, the whole year. Four rows for each quarter.

STUDENT _____ GOAL # (PAGE 1) _____ SCHOOL YEAR _____

QTR	DATE	CORRECT	GIVEN	HELP LEVEL	NOTE
Q1					
Q1					
Q1					
Q1					
Q2					
Q2					
Q2					
Q2					
Q3					
Q3					
Q3					
Q3					
Q4					
Q4					
Q4					
Q4					

SUMMARY Quarterly Summary, One Goal

At each quarter break, copy the numbers across from the grid as the detail sheet.

STUDENT _____ GOAL # _____ SCHOOL YEAR _____

MEASURE	Q1	Q2	Q3	Q4
Number of data points				
First check (correct of given)				
Last check (correct of given)				
Highest check				
Lowest check				
Total correct of total given				
Help level at the last check				
Checks missed or moved				

Progress toward the goal. Write your label on the left, then mark the quarter it fits.

LABEL (FROM PAGE 1)	Q1	Q2	Q3	Q4
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

SUMMARY Report-Ready Page

The numbers and your own words for one goal in one quarter, ready to copy into the district's form.

STUDENT _____ GOAL # _____ QUARTER _____ DATE OF REPORT _____

The goal (copy from the IEP)

DATA POINTS _____ FIRST CHECK _____ LAST CHECK _____ HIGHEST CHECK _____

Progress label for this quarter (your district's words): ☐ ☐ ☐ ☐

What the data shows (my words)

What was tried this quarter

Plan for next quarter (team's decision)

STUDENT PAGE My Goal Climb

My name _____

I am working on _____

Color a star each time you try your goal.

Step 1 ☆☆☆☆☆☆☆

Step 2 ☆☆☆☆☆☆☆

Step 3 ☆☆☆☆☆☆☆

Step 4 ☆☆☆☆☆☆☆

I climbed all four steps!

EXAMPLE Four Quarters, Filled In

An invented student. Every number below is checked against the rows it comes from.

An invented student, Jordan R. One goal, 10 items a check. Every number is made up and is not real student data. The invented rule here: a quarter is labeled Met when its last 3 checks are all at least 8 of 10. The invented help-level key: 1 = the adult starts it with the student, 2 = one reminder, 3 = on his own. Your team writes its own on page 5.

Four-Quarter Data Grid (page 6), 16 checks

QTR	DATE	CORRECT	GIVEN	PERCENT	HELP LEVEL
Q1	Sep 15	3	10	30%	1
Q1	Sep 29	4	10	40%	1
Q1	Oct 13	4	10	40%	2
Q1	Oct 27	5	10	50%	2
Q2	Nov 10	5	10	50%	2
Q2	Nov 24	6	10	60%	2
Q2	Dec 8	6	10	60%	2
Q2	Dec 15	7	10	70%	3
Q3	Jan 12	6	10	60%	2
Q3	Jan 26	7	10	70%	3
Q3	Feb 9	8	10	80%	3
Q3	Feb 23	7	10	70%	3
Q4	Mar 9	8	10	80%	3
Q4	Mar 23	8	10	80%	3
Q4	Apr 6	9	10	90%	3
Q4	Apr 20	8	10	80%	3

Quarterly Summary (page 8), built from the table above.

QTR	CHECKS	FIRST	LAST	TOTAL CORRECT OF GIVEN	LABEL
Q1	4	3 of 10	5 of 10	16 of 40 (40%)	Not yet

Fillable PDF

18 Pages

Q1 to Q4 Grid

Report-Ready

ONE: SET UP (once a year)

- Page 5: write in each student's goals, the four quarter dates, your team's help-level key, and the progress labels your district uses.

TWO: PICK THE SHEET THAT FITS TODAY

- **One goal, the whole year:** page 6, the four-quarter data grid. Four rows a quarter.
- **A goal checked often:** page 7, the one-quarter detail sheet with 14 rows.
- **Another adult records between your checks:** page 12, a sheet that adult fills in and hands back.
- **The student wants to see progress:** page 14, My Goal Climb. The student colors a star.

THREE: AT EACH QUARTER BREAK

- Page 8: copy the numbers into the quarterly summary.
- Page 9: the report-ready page, with your own words for the narrative.
- Page 10: one dot per check. Page 11: the whole caseload at a glance.
- Page 13: a note home or to the team. Page 15: starters for your notes.

FOUR: SEE IT FIRST

- Page 16 shows a finished year for an invented student, with every number checked.

What this is not

This is a working data sheet. It prints no goal, no target and no reporting rule: your IEP team and your district write those in. It does not score, compute or grade anything. Example students are invented.

The habits this file assumes

- ☐ Page 5 is filled in before the first row is written.
- ☐ Every row has a date.
- ☐ A progress label means what your team says it means.

Why this shape

Progress reports come four times a year, so the data is gathered four times a year. One grid per goal keeps each quarter's numbers in a row, ready to report.

A rhythm that works

- ☐ Record on the same day each week or two, so gaps show up on their own.
- ☐ At each quarter break, do pages 8 to 11 in one sitting.
- ☐ Save a dated copy at every quarter break so the history stays readable.

Four-Quarter Data Grid, One Goal

One student, one goal, the whole year. Four rows for each quarter.

STUDENT

GOAL # (PAGE 5)

SCHOOL YEAR

QTR	DATE	CORRECT	GIVEN	HELP LEVEL	NOTE
Q1					
Q1					
Q1					
Q1					
Q2					
Q2					
Q2					
Q2					
Q3					
Q3					
Q3					
Q3					
Q4					
Q4					
Q4					
Q4					

Anything that explains a row

A missed week, a schedule change, a new setting.

.....

.....

.....

Quarterly Summary, One Goal

At each quarter break, copy the numbers across from the grid or the detail sheet.

STUDENT

GOAL #

SCHOOL YEAR

MEASURE	Q1	Q2	Q3	Q4
Number of data points				
First check (correct of given)				
Last check (correct of given)				
Highest check				
Lowest check				
Total correct of total given				
Help level at the last check				
Checks missed or moved				

Progress toward the goal. Write your label on the left, then mark the quarter it fits.

LABEL (FROM PAGE 5)	Q1	Q2	Q3	Q4
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

What I notice across the four quarters

.....

.....

.....

.....

The numbers and your own words for one goal in one quarter, ready to copy into the district's form.

STUDENT

GOAL #

QUARTER

DATE OF REPORT

The goal (copy from the IEP)

DATA POINTS

FIRST CHECK

LAST CHECK

HIGHEST CHECK

Progress label for this quarter (your district's words):

☐

☐

☐

☐

What the data shows (my words)

What was tried this quarter

Plan for next quarter (team's decision)

WRITTEN BY

ROLE

SHARED WITH

EXAMPLE

Four Quarters, Filled In

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Q4	Mar 23	8	10	80%	3
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Q2	4	5 of 10	7 of 10	24 of 40 (60%)	Not yet
Q3	4	6 of 10	7 of 10	28 of 40 (70%)	Not yet
Q4	4	8 of 10	8 of 10	33 of 40 (82.5%)	Met

Check it

Q1: $3+4+4+5 = 16$ of 40. Q2: $5+6+6+7 = 24$. Q3: $6+7+8+7 = 28$. Q4: $8+8+9+8 = 33$. Only Q4's last three checks (8, 9, 8) are all at least 8 of 10, so only Q4 is Met under the invented rule.