

IEP GOALS AND OBJECTIVES TRACKING

One annual goal in short-term steps: goal map, objective data sheet, four trial grids, review page, caseload overview, and a filled example. Fillable PDF.

SETUP Setup: The Annual Goal and Its Objectives

Fill this in once per goal. Every sheet in this file refers back to it.

STUDENT _____ SCHOOL YEAR _____ WHO RECORDS THE DATA _____

The annual goal (copy from the IEP in your own words)

STARTING POINT (BASELINE) _____ ANNUAL GOAL TARGET DATE _____

The objectives: Short-term steps toward the goal; your team writes the criterion and the dates.

OBJ #	OBJECTIVE (MY WORDS)	HOW IT IS MEASURED	CRITERION (TEAM'S WORDS)	TARGET DATE

Status words: Use your district's. Help-level key: Your team defines each level.

STATUS WORD	WHAT IT MEANS FOR US	HELP LEVEL	WHAT IT MEANS FOR US

PLAN Goal Map: Objectives Toward One Annual Goal

The goal on top, the steps underneath. Each step has its own criterion, dates and a met line.

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

Annual goal (short form)

Objective 1
OBJECTIVE _____ CRITERION (TEAM'S WORDS) _____
START DATE _____ REVIEW DATE _____ TARGET DATE _____ DATE MET _____
☐ Met ☐ Not yet ☐ Revised by the team

Objective 2
OBJECTIVE _____ CRITERION (TEAM'S WORDS) _____
START DATE _____ REVIEW DATE _____ TARGET DATE _____ DATE MET _____
☐ Met ☐ Not yet ☐ Revised by the team

Objective 3
OBJECTIVE _____ CRITERION (TEAM'S WORDS) _____
START DATE _____ REVIEW DATE _____ TARGET DATE _____ DATE MET _____
☐ Met ☐ Not yet ☐ Revised by the team

Objective 4

RECORD Objective Data Sheet, One Objective

The detailed version for one objective: 12 trials, with a total at the bottom.

STUDENT _____ GOAL # _____ OBJECTIVE # _____ SETTING _____

OBJECTIVE _____ CRITERION (TEAM'S WORDS) _____

START DATE _____ REVIEW DATE _____ TARGET DATE _____

#	DATE	CORRECT	GIVEN	HELP LEVEL	NOTE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

RECORD Four Objectives, Four Trial Grids

Every objective for one goal on one page, each with its own date row and trials.

STUDENT _____ GOAL # _____ SCHOOL YEAR _____

Objective 1
CRITERION (TEAM'S WORDS) _____ TARGET DATE _____
TRIAL 1 2 3 4 5 6
Date _____
Correct _____
Given _____
☐ Met ☐ Not yet Date met: _____

Objective 2
CRITERION (TEAM'S WORDS) _____ TARGET DATE _____
TRIAL 1 2 3 4 5 6
Date _____
Correct _____
Given _____
☐ Met ☐ Not yet Date met: _____

Objective 3
CRITERION (TEAM'S WORDS) _____ TARGET DATE _____
TRIAL 1 2 3 4 5 6
Date _____
Correct _____
Given _____
☐ Met ☐ Not yet Date met: _____

Objective 4
CRITERION (TEAM'S WORDS) _____ TARGET DATE _____

STUDENT PAGE My Steps

My name _____

I am working on _____

Color a star each time you try. Climb one step at a time.

Step 1 ☆☆☆☆☆

Step 2 ☆☆☆☆☆

Step 3 ☆☆☆☆☆

Step 4 ☆☆☆☆☆

I climbed all four steps!

Draw or write one thing you did well.

EXAMPLE One Goal, Four Objectives, Filled In

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

An invented student, Maya T. One invented annual goal in four steps, 30 items a check. Every number is made up and is not real student data. The invented rule here: an objective is Met when its last 2 checks are both at or above its target. Your team writes its own criterion on page 5.

Total grids (pages 7 and 8), 15 trials

OBJ	DATE	CORRECT	GIVEN	OBJ	DATE	CORRECT	GIVEN
Obj 1	Sep 22	4	10	Obj 3	Jan 26	6	10
Obj 1	Oct 6	5	10	Obj 3	Feb 9	7	10
Obj 1	Oct 20	6	10	Obj 3	Feb 23	8	10
Obj 1	Nov 3	7	10	Obj 3	Mar 9	7	10
Obj 2	Nov 17	5	10	Obj 3	Mar 23	8	10
Obj 2	Dec 1	6	10	Obj 4	Apr 6	6	10
Obj 2	Dec 15	7	10	Obj 4	Apr 20	7	10
Obj 2	Jan 12	7	10				

Objective Review Page (page 10), built from the rows above

OBJECTIVE	TARGET (OF 10)	TRIALS	CORRECT, IN ORDER	TOTAL	STATUS	DATE MET
Objective 1	6	4	4, 5, 6, 7	22 of 40	Met	Nov 3
Objective 2	7	4	5, 6, 7, 7	25 of 40	Met	Jan 12
Objective 3	8	5	6, 7, 8, 7, 8	36 of 50	Not yet	
Objective 4	9	2	6, 7	13 of 20	Not yet	

Check it
Objective 1: 4+5+6+7 = 22 of 40; last two (6, 7) are at least 6, so Met on Nov 3. Objective 2: 5+6+7+7 = 25 of 40; last two (7, 7) are at least 7, so Met on Jan 12. Objective 3: 6+7+8+7+8 = 36 of 50; last two (7, 8) are not both at least 8, so Not yet.
Objective 4: 6+7 = 13 of 20; last two (6, 7) are not both 8, so Not yet.

Fillable PDF

18 Pages

Goal Map

Objective Grids

ONE: SET UP (once per goal)

- Page 5: write in the annual goal and up to five objectives in your own words, with the criterion your team set for each and a target date.

TWO: PICK THE SHEET THAT FITS TODAY

- **See the whole goal:** page 6, the goal map. Four objectives under one annual goal.
- **One objective, checked often:** page 7, the data sheet with 12 trial rows.
- **Every objective at once:** page 8, four trial grids on one page.
- **Another adult records between your checks:** page 12.
- **The student wants to see steps:** page 14, My Steps. The student colors a star.

THREE: AT EACH REVIEW

- Page 9: one dot per trial. Page 10: the numbers and your own words per objective.
- Page 11: the 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 one invented goal with four objectives, with every number checked.

What this is not

This is a working data sheet. It prints no goal, no objective, no criterion 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 trial is written.
- ☐ Every trial has a date.
- ☐ Met means what your team says it means.

Why this shape

An annual goal is reached in steps. One page per objective keeps each step's criterion, dates and trials together, so you can see which step the student is on.

A rhythm that works

- ☐ Record on the same day each week or two, so gaps show up on their own.
- ☐ At each review, do pages 9 to 11 in one sitting.
- ☐ Save a dated copy at every review so the history stays readable.

Goal Map: Objectives Toward One Annual Goal

The goal on top, the steps underneath. Each step has its own criterion, dates and a met line.

STUDENT

GOAL # (PAGE 5)

SCHOOL YEAR

Annual goal (short form)

Objective 1

OBJECTIVE

CRITERION (TEAM'S WORDS)

START DATE

REVIEW DATE

TARGET DATE

DATE MET

☐ Met ☐ Not yet ☐ Revised by the team

Objective 2

OBJECTIVE

CRITERION (TEAM'S WORDS)

START DATE

REVIEW DATE

TARGET DATE

DATE MET

☐ Met ☐ Not yet ☐ Revised by the team

Objective 3

OBJECTIVE

CRITERION (TEAM'S WORDS)

START DATE

REVIEW DATE

TARGET DATE

DATE MET

☐ Met ☐ Not yet ☐ Revised by the team

Objective 4

OBJECTIVE

CRITERION (TEAM'S WORDS)

START DATE

REVIEW DATE

TARGET DATE

DATE MET

☐ Met ☐ Not yet ☐ Revised by the team

Objective Data Sheet, One Objective

The detailed version for one objective: 12 trials, with a total at the bottom.

STUDENT

GOAL #

OBJECTIVE #

SETTING

OBJECTIVE

CRITERION (TEAM'S WORDS)

START DATE

REVIEW DATE

TARGET DATE

#	DATE	CORRECT	GIVEN	HELP LEVEL	NOTE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

TOTAL CORRECT

TOTAL GIVEN

DATE CRITERION MET

☐ Met ☐ Not yet ☐ Team revised this objective

Four Objectives, Four Trial Grids

Every objective for one goal on one page, each with its own date row and trials.

STUDENT

GOAL #

SCHOOL YEAR

CRITERION (TEAM'S WORDS)

TARGET DATE

Objective 1

TRIAL	1	2	3	4	5	6
Date						
Correct						
Given						

☐ Met ☐ Not yet Date met: _____

CRITERION (TEAM'S WORDS)

TARGET DATE

Objective 2

TRIAL	1	2	3	4	5	6
Date						
Correct						
Given						

☐ Met ☐ Not yet Date met: _____

CRITERION (TEAM'S WORDS)

TARGET DATE

Objective 3

TRIAL	1	2	3	4	5	6
Date						
Correct						
Given						

☐ Met ☐ Not yet Date met: _____

CRITERION (TEAM'S WORDS)

TARGET DATE

Objective 4

TRIAL	1	2	3	4	5	6
Date						
Correct						
Given						

☐ Met ☐ Not yet Date met: _____

EXAMPLE

One Goal, Four Objectives, Filled In

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

An invented student, Maya T. One invented annual goal in four steps, 10 items a check. Every number is made up and is not real student data. The invented rule here: an objective is Met when its last 2 checks are both at or above its target. Your team writes its own criterion on page 5.

Trial grids (pages 7 and 8), 15 trials

OBJ	DATE	CORRECT	GIVEN	OBJ	DATE	CORRECT	GIVEN
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Obj 1	Oct 6	5	10	Obj 3	Feb 9	7	10
Obj 1	Oct 20	6	10	Obj 3	Feb 23	8	10
Obj 1	Nov 3	7	10	Obj 3	Mar 9	7	10
Obj 2	Nov 17	5	10	Obj 3	Mar 23	8	10
Obj 2	Dec 1	6	10	Obj 4	Apr 6	6	10
Obj 2	Dec 15	7	10	Obj 4	Apr 20	7	10
Obj 2	Jan 12	7	10	–	–	–	–

Objective Review Page (page 10), built from the rows above

OBJECTIVE	TARGET (OF 10)	TRIALS	CORRECT, IN ORDER	TOTAL	STATUS	DATE MET
Objective 1	6	4	4, 5, 6, 7	22 of 40	Met	Nov 3
Objective 2	7	4	5, 6, 7, 7	25 of 40	Met	Jan 12
Objective 3	8	5	6, 7, 8, 7, 8	36 of 50	Not yet	–
Objective 4	9	2	6, 7	13 of 20	Not yet	–

Check it

Objective 1: $4+5+6+7 = 22$ of 40; last two (6, 7) are at least 6, so Met on Nov 3. Objective 2: $5+6+7+7 = 25$ of 40; last two (7, 7) are at least 7, so Met on Jan 12. Objective 3: $6+7+8+7+8 = 36$ of 50; last two (7, 8) are not both at least 8, so Not yet. Objective 4: $6+7 = 13$ of 20; last two (6, 7) are below 9, so Not yet.

What this example shows

Two objectives are met and two are not yet, so the team can see at a glance that the student is working on Objective 3. Nothing here is a recommendation: the next step is the team's decision.