

IEP PROGRESS REPORT TEMPLATES

Five report layouts: per goal, all goals, related service, family-friendly, end of year. The schedule, the data table and graph the report is written from, sixteen narrative frames, a cover sheet with a delivery log, a teacher input request, and a filled example. Fillable PDF.

REPORT Per-Goal Progress Report

One goal, one reporting period. The goal verbatim, the baseline and criterion, the three data points from this period, the status they produce, and the narrative.

STUDENT _____ REPORTING PERIOD (DATE) _____ DATE WRITTEN / BY _____

GOAL, VERBATIM FROM THE IEP

BASELINE (NUMBER, DATE) _____ CRITERION (NUMBER, BY WHEN) _____ MEASURED AS (PROBE, SHEET, SETTING) _____

DATA THIS PERIOD (FROM PAGE 12)

DATE	SCORE	AIM LINE THAT DAY	CONDITIONS (PROBE, SETTING, PROMPT, WHO GAVE IT)

STATUS CODE (PAGE 3): MET / SP / IP / NI / NA _____ POINTS AT OR ABOVE THE AIM LINE (OF 3), OR THE REASON FOR NI / NA _____

Progress narrative: two or three sentences, each with a number and a date (frames on page 11)

REPORT All-Goals Summary Report

Every goal for one student on one page: baseline, current level, status, and one sentence each. The page most districts want stapled to the front.

STUDENT _____ REPORTING PERIOD _____ CASE MANAGER _____ DATE WRITTEN _____

GOAL (SHORT)	MEASURED AS	BASELINE (DATE)	CURRENT (DATE)	STATUS	COMMENT (ONE SENTENCE, A NUMBER AND A DATE)

REPORT Related-Service Progress Report

The provider's section: minutes delivered against minutes on the IEP, up to three goals with their data, and the narrative. Speech, OT, PE, counseling, write the service in.

STUDENT _____ PROVIDER _____ SERVICE (WRITE IT) _____ REPORTING PERIOD _____

MINUTES ON THE IEP (PER WEEK / MONTH) _____ MINUTES DELIVERED THIS PERIOD _____ MINUTES OWED, AND THE MAKE-UP PLAN _____

GOALS THIS SERVICE ADDRESSES

GOAL (SHORT)	BASELINE (DATE)	DATA 1 (DATE, SCORE)	DATA 2 (DATE, SCORE)	DATA 3 (DATE, SCORE)	CURRENT (DATE)	STATUS

Progress narrative: what was targeted, what the numbers did, each sentence with a number and a date

REPORT Family-Friendly Progress Report

The same numbers in plain words, one page, typed. What we worked on, how it is going, what is next, and how the family can help if they want to.

STUDENT (FIRST NAME) _____ DATE _____ FROM _____

What we worked on
The goal in the words you would use at the kitchen table. No codes.

How it is going
The number then, the number now, and the date of each, in one sentence a neighbor would follow.

What is next
What we will keep doing, what we are changing, and when you will hear from me again.

WRITING Progress Narrative Frames

Sixteen frames. Fill the blanks from the data table on page 12 and every sentence names a number and a date. Nothing here says why; it says what the number did.

Making progress

1. Baseline on _____ (date) was _____ on _____ (date) scored _____ against a criterion of _____ by _____ (date).

2. Over the last _____ weeks, _____ of _____ data points were on or above the aim line; the most recent, on _____ was _____.

3. The score rose from _____ on _____ to _____ on _____, a gain of _____ (points / percent / minutes) in _____ weeks.

4. At this rate the criterion of _____ will be met about _____ (date) _____ (before / after) the date in the goal.

Not yet

1. Baseline on _____ was _____ on _____ the score was _____ below the aim line for the _____ data point in a row.

2. Beginning _____ (date), _____ changes to _____ (prompt, schedule, materials, minutes), and progress is re-checked on _____.

3. The score has stayed between _____ and _____ since _____ (date); the team meets on _____ to look at the measure and the plan.

After a break

1. Before the _____ break the score was _____ on _____ the first probe after it, on _____ was _____.

2. By _____ (date), _____ probes after the break, the _____

Met

1. On _____ (date), _____ met the criterion of _____ for the _____ probe in a row, measured by _____.

2. The skill was also seen with _____ (either adult) on _____ and in _____ (other setting) on _____.

3. From _____ (date) the target moves to _____ and the first data point on the new target is due _____.

Attendance affected

1. _____ was present for _____ of _____ scheduled sessions this period; _____ data points were collected of the _____ planned.

EXAMPLE A Per-Goal Report, Filled In

Rosa is invented, and so is every number and date. Notice that the status was not chosen; it fell out of three data points and an aim line.

Per-goal report (page 6) — Rosa, fifth grade (invented) — Q1, Aug 24 to Oct 30 — written Nov 3 by Ms. Patel

GOAL, VERBATIM
By May 13, 2027, given a fifth-grade passage read aloud to her, Rosa will answer 8 of 10 comprehension questions on 3 consecutive weekly probes, as measured by teacher-made probes.

BASELINE
4 of 10 (40%), Sep 10, fifth-grade passage, read aloud

CRITERION
8 of 10 (80%) on 3 consecutive weekly probes by May 13

MEASURED AS
Ten-question probe, one passage, Wednesdays, resource room, Ms. Patel

Data this period, and the status it produces

DATE	SCORE	AIM LINE THAT DAY	CONDITIONS
Oct 8	5 of 10 (50%)	45%	Narrative passage, read aloud, no rereading
Oct 22	6 of 10 (60%)	47%	Narrative passage, read aloud, one reread allowed
Oct 29	6 of 10 (60%)	48%	Informational passage, read aloud, one reread allowed

STATUS CODE _____ POINTS AT OR ABOVE THE AIM LINE, AND WHY _____

SP
3 of 3. The aim line runs from 40% on Sep 10 to 80% on May 13 and is at 45, 47 and 48 on the three dates; the scores were 50, 60 and 60. Three at or above the line is SP (page 3); not MET, since no probe has reached 80%.

Which Report for Which Purpose

Five layouts, because the same data goes to different readers. Pick the one the reader needs, write it from the data table on page 12, and keep the rule below.

IF YOU NEED	USE	WHERE
The quarterly report for one goal, with the data behind it on the same page	Per-goal progress report	Pages 6, 7
One page that covers every goal for one student, for the front of the packet	All-goals summary report	Page 8
The speech, OT, PT or counseling section, with minutes delivered and owed	Related-service progress report	Page 9
A family that will not read a status code, or a report sent between formal periods	Family-friendly progress report	Page 10
The end of the year: met, not met, continued, and what the next IEP should say	End-of-year progress summary	Page 14
The sentence will not come, or it came out as “making good progress”	Narrative frames, one blank per number and date	Page 11
The numbers for the period are still on six different data sheets	Data summary table, then the graph	Pages 12, 13
A general education teacher has seen things the data sheets did not	Teacher input request, two weeks before the report	Page 16
The report is going out and someone will ask later whether it arrived	Cover sheet and delivery log	Page 15

The one rule

Every sentence on a report names a **number** and a **date**. “Making good progress” has neither and is the sentence that gets read aloud at the meeting. Baseline on a date, current level on a date, criterion by a date. The frames on page 11 have a blank for each.

How the status is chosen here: the last three data points at or above the aim line on the graph (page 13) is SP; below it is IP; three in a row at or above the criterion is MET. Your district’s codes and rule go on page 5 beside these.

Status codes (typed on every report)

CODE	STATUS, AS THIS FILE USES IT
MET	Criterion met on the schedule the goal states
SP	Sufficient progress to meet the goal by the annual date
IP	Insufficient progress; plan change noted on the tracker
NI	Not introduced yet
NA	No data this period; reason written on the report

What this file is not

Not your district’s progress report form and not a statement of how often progress must be reported; the reporting schedule on each student’s IEP decides that. These pages are the working paper the district form gets copied from, or the report itself where the district lets you choose.

The two weeks before a report is due

- ☐ Teacher input requests (page 16) out; data table (page 12) filled from the data sheets.
- ☐ Graph (page 13) plotted, aim line drawn, status read off the last three points.
- ☐ Report written from the table (pages 6 to 10), cover sheet on, delivery log (page 15) dated.

Per-Goal Progress Report

One goal, one reporting period. The goal verbatim, the baseline and criterion, the three data points from this period, the status they produce, and the narrative.

STUDENT

REPORTING PERIOD (DATES)

DATE WRITTEN / BY

GOAL, VERBATIM FROM THE IEP

BASELINE (NUMBER, DATE)

CRITERION (NUMBER, BY WHEN)

MEASURED AS (PROBE, SHEET, SETTING)

DATA THIS PERIOD (FROM PAGE 12)

DATE	SCORE	AIM LINE THAT DAY	CONDITIONS (PROBE, SETTING, PROMPT, WHO GAVE IT)

STATUS CODE (PAGE 3): MET / SP / IP / NI / NA

POINTS AT OR ABOVE THE AIM LINE (OF 3), OR THE REASON FOR NI / NA

Progress narrative: two or three sentences, each with a number and a date (frames on page 11)

Next steps this period (what changes, from when)

Shared with the family: date, method, and their reply

All-Goals Summary Report

Every goal for one student on one page: baseline, current level, status, and one sentence each. The page most districts want stapled to the front.

STUDENT

REPORTING PERIOD

CASE MANAGER

DATE WRITTEN

GOAL (SHORT)	MEASURED AS	BASELINE (DATE)	CURRENT (DATE)	STATUS	COMMENT: ONE SENTENCE, A NUMBER AND A DATE

Status codes

MET criterion met · **SP** sufficient progress · **IP** insufficient progress · **NI** not introduced · **NA** no data this period. The per-goal pages (6 and 7) carry the data behind each row; this page carries the sentence.

Overall: what changes next period, and what the family was told

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Family-Friendly Progress Report

The same numbers in plain words, one page, typed. What we worked on, how it is going, what is next, and how the family can help if they want to.

STUDENT (FIRST NAME)

DATE

FROM

What we worked on

The goal in the words you would use at the kitchen table. No codes.

How it is going

The number then, the number now, and the date of each, in one sentence a neighbor would follow.

What is next

What we will keep doing, what we are changing, and when you will hear from me again.

How you can help, only if you want to

A few minutes, during something you already do, using the same words we use at school.

One thing that went well this period

QUESTIONS? BEST WAY TO REACH ME

SIGNATURE (FAMILY), IF YOUR SCHOOL ASKS FOR IT

Sixteen frames. Fill the blanks from the data table on page 12 and every sentence names a number and a date. Nothing here says why; it says what the number did.

Making progress

1. Baseline on _____ (date) was _____; on _____ (date) _____ scored _____, against a criterion of _____ by _____ (date).
2. Over the last _____ weeks, _____ of _____ data points were on or above the aim line; the most recent, on _____, was _____.
3. The score rose from _____ on _____ to _____ on _____, a gain of _____ (points / percent / minutes) in _____ weeks.
4. At this rate the criterion of _____ will be met about _____ (date), _____ (before / after) the date in the goal.

Not yet

1. Baseline on _____ was _____; on _____ the score was _____, _____ below the aim line for the _____ data point in a row.
2. Beginning _____ (date), _____ changes to _____ (prompt, schedule, materials, minutes), and progress is re-checked on _____.
3. The score has stayed between _____ and _____ since _____ (date); the team meets on _____ to look at the measure and the plan.

Met

1. On _____ (date) _____ met the criterion of _____ for the _____ probe in a row, measured by _____.
2. The skill was also seen with _____ (other adult) on _____ and in _____ (other setting) on _____.
3. From _____ (date) the target moves to _____, and the first data point on the new target is due _____.

After a break

1. Before the _____ break the score was _____ on _____; the first probe after it, on _____, was _____.
2. By _____ (date), _____ probes after the break, the score was back to _____, _____ (above / below) the pre-break level.
3. Instruction restarted on _____ at the _____ step (prompt, level, passage) and moved up again on _____.

Attendance affected

1. _____ was present for _____ of _____ scheduled sessions this period; _____ data points were collected of the _____ planned.
2. With _____ data points, the status is _____ (NA / NI); the first probe of the next period is scheduled for _____.
3. On the _____ days present, the scores were _____, _____ and _____ (dates _____), which is _____ (above / below) the aim line.

Every blank is a number or a date

Copy them from the data table on page 12. If a blank cannot be filled from that page, the sentence is not ready; the honest status is NA with the reason written in.

Words that are not data

Making good progress · doing well · struggling · trying hard · improving · inconsistent. Each one is a number and a date that was not written down. Replace it with the frame that fits.

EXAMPLE

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Rosa is invented, and so is every number and date. Notice that the status was not chosen; it fell out of three data points and an aim line.

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SP	3 of 3. The aim line runs from 40% on Sep 10 to 80% on May 13 and is at 45, 47 and 48 on the three dates; the scores were 50, 60 and 60. Three at or above the line is SP (rule, page 3); not MET, since no probe has reached 80%.

Progress narrative (frames 1, 2 and 3 under Making progress, page 11) — status SP

Baseline on Sep 10 was 4 of 10 questions (40%); on Oct 29 Rosa answered 6 of 10 (60%) on a fifth-grade passage, against a criterion of 8 of 10 (80%) on three consecutive weekly probes by May 13. Over the last 7 weeks, 3 of 3 data points were on or above the aim line; the most recent, on Oct 29, was 60%. The score rose from 40% on Sep 10 to 60% on Oct 29, a gain of 20 points in 7 weeks.

Three sentences, and every one names a number and a date. Nothing in it was written from memory.

Next steps this period

Keep the Wednesday probe. From Nov 5, alternate narrative and informational passages, since the one informational probe (Oct 29) held at 60%. Re-check against the aim line on Jan 14, when it is at 61%.

Shared with the family

Nov 4, hand-carried with the cover sheet (page 15); returned signed Nov 6. The family version (page 10) said: "In September Rosa got 4 of 10 questions right; on October 29 she got 6 of 10."