

PROGRESS REPORT TEMPLATE

Goal narrative, data summary table, four-period report, parent-friendly summary, and a filled example. Any goal area. Fillable PDF.

SETUP Setup: Student, Goals, Reporting Periods, and Labels

Fill this in once. Every page after it asks for the goal number, so the goal is written out only here.

STUDENT _____ SCHOOL YEAR _____ REPORT WRITTEN BY _____

The goals. Copy from the IEP in your own wording; the team sets every target.

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

The reporting periods. Write your district's own dates.

PERIOD	STARTS	ENDS	REPORT DUES OUT
P1			
P2			
P3			
P4			

Progress labels. Use the words your district uses.

PROGRESS LABEL: OUR RULE FOR IT:

Who gets a copy

WRITE Goal Progress Narrative

One goal, one reporting period: the data, what was tried, and what comes next.

STUDENT _____ GOAL # (PAGE #) _____ REPORTING PERIOD _____

The goal (copy from the IEP)

CHECKS THIS PERIOD _____ FIRST CHECK _____ LATEST CHECK _____ TOTAL CORRECT OF GIVEN _____

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

What the data shows (my words)

What was tried this period

Supports in place _____ Next period (team's decision) _____

WRITE Data Summary Table

Copy the numbers across from your own data sheets, one column for each reporting period.

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

MEASURE	P1	P2	P3	P4
Number of checks				
First check (correct of given)				
Latest check (correct of given)				
Highest check				
Lowest check				
Total correct of total given				
Support level at the latest check				
Checks missed or moved				

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

LABEL (FROM PAGE #)	P1	P2	P3	P4
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

WRITE Four-Period Report, One Goal

The whole year for one goal on one page, with a few of your own words for each period.

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

Period 1: what the data shows and what was tried

DATE OF REPORT _____ NUMBERS (FIRST, LATEST) _____ PROGRESS LABEL _____

Period 2: what the data shows and what was tried

DATE OF REPORT _____ NUMBERS (FIRST, LATEST) _____ PROGRESS LABEL _____

Period 3: what the data shows and what was tried

DATE OF REPORT _____ NUMBERS (FIRST, LATEST) _____ PROGRESS LABEL _____

COMMUNICATION Parent-Friendly Progress Summary

Plain words, no abbreviations, one goal at a time. Write what you saw, not why.

STUDENT _____ DATE _____ FROM _____

GOAL IN PLAIN WORDS _____ THIS PERIOD _____

PERIOD	CHECKS	FIRST	LATEST
P1			
P2			
P3			
P4			

What your child has been working on

What I have seen

What is next

An idea to try at home (optional)
Keep it to what the team agreed.

EXAMPLE A Progress Report, Filled In

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

An invented student, Maya T. One goal, 10 items a check, 3 checks a period. Every number is made up and is not real student data. The invented rule here: a period is labeled On track when its last 2 checks are both at least 8 of 10. Your team writes its own labels and rules on page 5.

Data Sheet Rows: 12 checks

PERIOD	DATE	CORRECT	GIVEN	PERCENT
P1	Sep 20	4	10	40%
P1	Oct 4	5	10	50%
P1	Oct 18	6	10	60%
P2	Nov 15	5	10	50%
P2	Nov 29	7	10	70%
P2	Dec 13	6	10	60%
P3	Jan 24	7	10	70%
P3	Feb 7	4	10	40%
P3	Feb 21	8	10	80%
P4	Mar 21	9	10	90%
P4	Apr 4	8	10	80%
P4	Apr 18	8	10	80%

Data Summary Table (page 7), built from the rows above

PERIOD	FIRST	LATEST	TOTAL CORRECT OF GIVEN	LABEL
P1	4 of 10	6 of 10	15 of 30 (50%)	Keep going
P2	5 of 10	6 of 10	18 of 30 (60%)	Keep going
P3	7 of 10	8 of 10	21 of 30 (70%)	Keep going
P4	8 of 10	8 of 10	24 of 30 (80%)	On track

Narrative for period 4 (invented)

Maya was at 8 of 10 on all three checks this period (Mar 21, Apr 4, Apr 18), after 7, 6 and 8 of 10 in period 3. Her first check of the year was 4 of 10. Extra time was in place for every check. The team will decide the plan for next year.

ONE: SET UP (once for each student)

- Page 5: write in the goals in your own words, the reporting period dates, and the progress labels your district uses.

TWO: WRITE THE REPORT THAT FITS

- **One goal, in depth:** page 6, the goal progress narrative, with the data summary table on page 7.
- **One goal, the whole year:** page 8, four reporting periods on one page.
- **A short report for every goal:** page 9, all goals for one student on one page.
- **A note for the family:** page 10, a parent-friendly summary in plain words.

THREE: GATHER WHAT YOU NEED

- Page 11: teacher notes between reports. Page 12: input from another provider.
- Page 13: track which reports are drafted and sent.
- Page 14: a student page. Page 15: phrase bank for the narrative.

FOUR: SEE IT FIRST

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

What this is not

This is a working paper behind your district's own progress report form. It prints no goal, no target, no reporting rule and no deadline: 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 report is drafted.
- ☐ Every number comes from a dated data sheet.
- ☐ A progress label means what your team says it means.

Why this shape

A good report has three parts: the numbers, what they show, and what happens next. Each page here asks for the three in that order.

A rhythm that works

- ☐ Jot a dated note whenever you see something worth reporting.
- ☐ Fill the data summary table the week before the report is due.
- ☐ Save a dated copy of each finished report.

Goal Progress Narrative

One goal, one reporting period: the data, what was tried, and what comes next.

STUDENT

GOAL # (PAGE 5)

REPORTING PERIOD

The goal (copy from the IEP)

CHECKS THIS PERIOD

FIRST CHECK

LATEST CHECK

TOTAL CORRECT OF GIVEN

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

☐ _____ ☐ _____ ☐ _____ ☐ _____

What the data shows (my words)

What was tried this period

Supports in place

Next period (team's decision)

WRITTEN BY

ROLE

DATE OF REPORT

Data Summary Table

Copy the numbers across from your own data sheets, one column for each reporting period.

STUDENT

GOAL # (PAGE 5)

SCHOOL YEAR

MEASURE	P1	P2	P3	P4
Number of checks				
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	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

What I notice across the periods

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Parent-Friendly Progress Summary

Plain words, no abbreviations, one goal at a time. Write what you saw, not why.

STUDENT

DATE

FROM

GOAL, IN PLAIN WORDS

THIS PERIOD

PERIOD	CHECKS	FIRST	LATEST
P1			
P2			
P3			
P4			

What your child has been working on

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What I have seen

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What is next

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An idea to try at home (optional)

Keep it to what the team agreed.

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A question for the family

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Best way to reach me, and when

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EXAMPLE

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Same period, in plain words for the family (invented)

This spring Maya practiced her goal three times. Each time she got 8 of 10. At the start of the year she got 4 of 10. She is asking for the extra time on her own now.

Check it

P1: $4+5+6 = 15$ of 30. P2: $5+7+6 = 18$. P3: $7+6+8 = 21$. P4: $8+8+8 = 24$. Only P4's last two checks (8, 8) are both at least 8 of 10, so only P4 is On track under the invented rule.