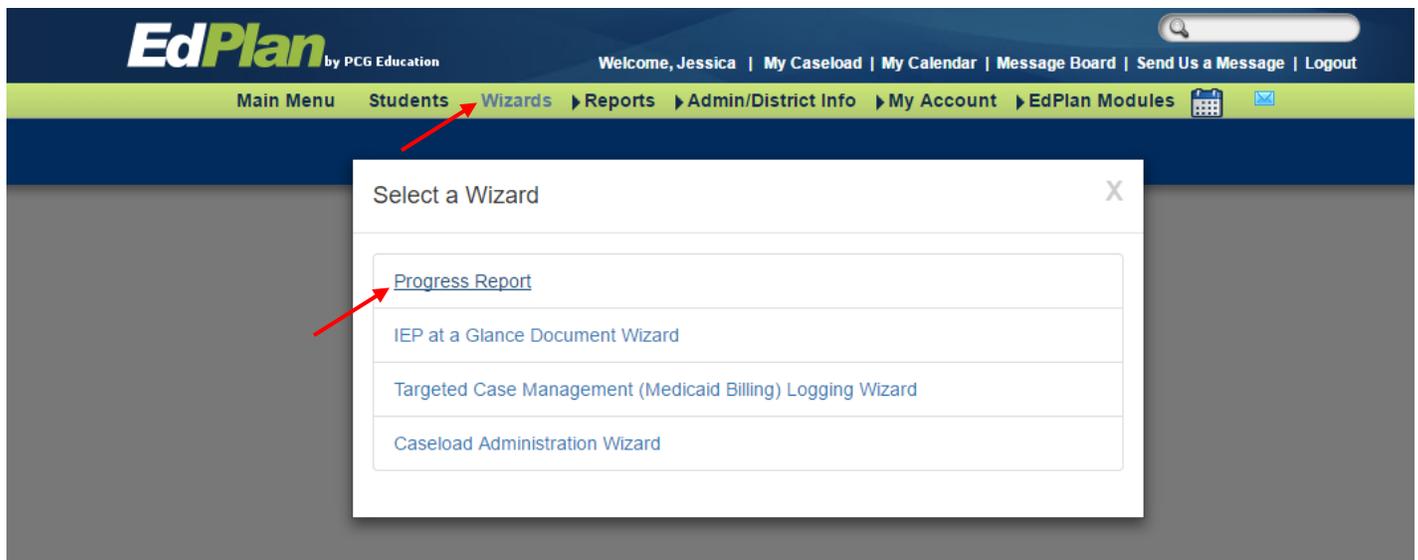


Requirements to Create a Progress Report

- Student must have a finalized IEP, IFSP or Non-Public Service Plan
- Student must be on the provider's caseload

How to Create a Progress Report:

- Click on the **Wizards** link on the green menu bar.
- Select the **Progress Report Wizard**.
- You may see other wizards than what are shown below based on your provider certifications.



- Select the **Reporting Period** from the dropdown.
 - The reporting period will default to the current period.
 - This period is the month the report is going out.
- Select the **Students**.
 - All students are selected by default.
 - You can choose which student to include by checking the box next to their name.

- When finished selecting the **Reporting Period** and the **Students**, click **Continue**.

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Progress Report Wizard (Select Students)

This wizard will guide you through generating Progress Reports for your students.

Please be sure to select the correct Reporting Period.

School Year: 2013-2014 Reporting Period: August

- Select the students for whom you would like to update status and
- Students that do not have a currently valid final IEP / ISP / IFSP will
- Students who transferred into this school system with events but w

information may show as having a current IEP / ISP / IFSP, but will a new IEP / ISP / IFSP before a Progress Report can be created.

Anthony Ray Test
 Bart Test
 Bruce Test

(3 Available Students)

Entering Information into a Progress Report

- The Progress Report information will appear for the first student.
- Each of the student's **objectives** will be displayed with an area to enter progress comments.
- Enter comments for each objective in the **status narrative** boxes.
 - Tip:** If more than one person is entering comments for the student, it may be beneficial for each person to label their comments with initials and a date.
- Click on the dropdown to display a list of **Status** options.

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Progress Report Tester Kid (2016-2017 - December) (Student 1 of 1)

[Skip this Student](#)

Annual Goal: By 7/31/17, Tester Kid will demonstrate Self Control by not speaking unless called on at least 75% of the time. Last Updated On: (none)

Objective	Status	Status Narrative	Last Updated By / Last Updated On
XX	Moderate Progress	still doing great!	Jessica Savord 08/22/2016 12:42:00
XX	Moderate Progress	still going above and beyond to try to keep to himself during class time	Jessica Savord 08/22/2016 12:42:00

Annual Goal: By January 1st, 2017, Tester Kid will reduce his behavior incidents down to less than 5 per semester. Last Updated On: (none)

Objective	Status	Status Narrative	Last Updated By / Last Updated On
XX	Moderate Progress	Had 1 behavior incident since last Progress Rpt- still doing ok and understands what he did wrong. Showing actual empathy for other student	Jessica Savord 08/22/2016 12:42:00
XX	Moderate Progress	Still earning gold stars in class for the first time in his life	Jessica Savord 08/22/2016 12:42:00

[Just Update the Database](#)
[Update and Move to Next Student](#)
[Create Draft Progress Report and Move to Next Student](#)
[Create Final Progress Report and Move to Next Student](#)

Progress Report Comments Throughout the Year

- Depending on your district's settings, comments that have been finalized during the duration of the current IEP, IFSP or Non-Public Service Plan (NSP) may or may not continue to appear on the screen in subsequent progress reports.
- If previous reporting period comments display, you should delete these and write new comments in place of the old ones for the new period.
 - Before deleting any comments, double check to make sure they are not current comments for that period.
- Previous comments will continue to print on the progress report documents.
- The Progress Report covers the length of the IEP, not the school year.

Saving Progress Report Information

All information contained is private and confidential.
 Property of Menominee County ISD
 Last Updated 2016

- Once all of the information has been entered, click on an option button at the bottom of the form to complete the Progress Report.

Just Update the Database

- Saves the data on the screen.
- It will not navigate you away from the current student.

Update and Move to Next Student

- Saves the data on the screen.
- Moves to the next student if more than one was selected.

Create Draft Progress Report and Move to Next Student

- Creates a draft document.
- Moves to the next student if more than one was selected.

Create Final Progress Report and Move to Next Student

- Creates a final document.
- Moves to the next student if more than one was selected.

Accessing and Printing Progress Reports

- Once a document has been created, the Documents screen will come up to allow for printing.
- You can also get to this page by clicking on **My Account** and then **My Docs** tab in the green menu.

Documents for students of

This page lists documents you've created, or that were created by someone else for students for you (including draft documents that have not expired), or a subset of those documents if the search parameters were specified in the Progress Report Wizard. This page appears immediately after running the Progress Report Wizard, and can always be accessed from the "My Docs" button in the green menu above. To print a document, click on the "Document Type" entry in the list, then use the printer icon that appears directly above the document itself.

Date Created	Created By	Student	Document	Year / Report Pd
08/29/2013	Ricardo McDaniels	Bart Test	Progress Report	PDF

- To print a progress report, click on the student's **Progress Report**.
- The PDF document will open in a new tab or window in your browser.
- Use the printer icon in Adobe® Reader to print the document

Student: Tester Kid
Date Of Birth: 01/01/1999
UID: TEST1234
Report Period: September

Menominee Area Schools
Individualized Education Program Progress Report
School Year: 2016-2017
Report Date: 08/30/2016

**Menominee Area Schools
Individualized Education Program Progress Report**

Student: Tester Kid Student ID: TEST1234 School: Menominee High School
Date of Birth: 01/01/1999 Grade: 11 Age: 17
Date of IEP: 05/01/2016

Parent/ Guardian/ Student: Mom Test Home Phone:
Address: 123 Fake Street Work Phone:
Menominee, MI 49858

Individualized Education Program Progress Report

Annual Goal: By 7/31/17, Tester Kid will demonstrate Self Control by not speaking unless called on at least 75% of the time.

Objective 1: XX

September BY 16-17	August BY 16-17
Objective Status Moderate Progress	Objective Status Moderate Progress
Objective Comments still doing great!	Objective Comments He is doing sooooo good!

- If multiple Progress Reports need to be printed at one time, put a check in the box in the **Batch** column for each report to be printed.
- Click **View Batch**. This will open all selected reports in one PDF.

Documents for students of **Ricardo McDaniels**

This page lists documents you've created, or that were created by someone else for students for whom you are the Case Manager, within the past year (including draft documents that have not expired), or a subset of those documents if the search page was used or if coming from the Progress Report Wizard. This page appears immediately after running the Progress Report Wizard, and can always be accessed by using the "My Docs" button in the menu above. To print a document, click on the "Document Type" entry in the list, then use the printer icon that appears in the toolbar that appears directly above the document itself.

Date Created	Created By	Student	Batch	Document	Year / Report Pd
08/29/2013	Ricardo McDaniels	Anthony Ray Test	<input checked="" type="checkbox"/>	Progress Report	PDF
08/29/2013	Ricardo McDaniels	Bruce Test	<input checked="" type="checkbox"/>	Progress Report	PDF
08/29/2013	Ricardo McDaniels	Bart Test	<input checked="" type="checkbox"/>	Progress Report	PDF

(3 Documents)

[View Document Batch](#)

View Previous Progress Reports

- You can access previous created progress reports by one of the following methods:
 - To view progress reports you have created
 - Click **My Account** in the green menu bar and then **My Docs**
 - To view progress that others may have created
 - Search for the student on your caseload using the **Student** menu.
 - Click on **Documents** on the blue menu bar.

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Student Profile Personal Special Ed Behavior Admin RTI Early On Section 504 **Documents**

Letters: Invitation Letter (new)

[Create Draft \(will be saved for 30 days\)](#)

[Create Final Document \(will be saved\)](#)

Documents created for Bart Test

Doc ID	Date Generated	Generated By	Document	
193	08/29/2013	Ricardo McDaniels	Progress Report	PDF
192	08/29/2013	Ricardo McDaniels	Annual/Review IEP	PDF
49	01/26/2012	Roland Fernandez	Progress Report (2011-2012 RP 4)	PDF

Frequently Asked Questions

- Why is the school year wrong?
 - If the school year is incorrect, please contact your Special Education secretary at the ISD.
- In order to create a progress report, does the IEP, IFSP or Non-Public Service Plan have to have a goal?
 - Yes, an IEP, IFSP or Non-Public Service Plan must have at least one goal, accompanied by two objectives.
- Why does a specific student's name not appear on my list?
 - A student may not appear on a provider's list because the student may not be on the provider's caseload, or the student's IEP, IFSP or Non-Public Service Plan may not be finalized.
- Can more than one team member add comments for the goals and objectives?
 - Yes, the case manager and each team member have access to add comments to a student's progress report.
 - It is often helpful to add the date and initials at the beginning of each comment so others will not delete current period comments from other providers.
- What if there are already comments in the text boxes?
 - If this is the first progress report for the student, the comment boxes will be empty.
 - When creating an additional progress report, the comments from the previous report should be deleted so they do not print multiple times on the actual document. However, be careful to not delete new comments another provider might have already made.