


# Special Ed Progress Report

Last Modified on 06/17/2025 2:34 pm CDT

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Tool Search: Special Ed Documents

Special Ed Progress Reports track student progress toward the measurable goals and objectives defined in their Special Ed Plan. Progress reports are managed using the [Special Ed Documents](#) tool.



Special Ed Documents ☆

[Student Information](#) > [Special Ed](#) > Special Ed Documents

Katie J

Student #:

Grade: 12

DOB:

\* Medical Condition(s)

Open

Lock/Unlock

Copy

Delete

Print

New Document

Upload Document

Documents List

2024-2025 (2)

Plans (1)

Progress Reports (1)

Campus Default IEP Progress Report (12/06/2024)

*Progress Report Example on the Special Ed Documents Tool*

## Manage Progress Reports

[New](#) | [Edit](#) | [Delete](#)

Users can add, edit, and/or delete progress reports from the Special Ed Documents tool.

### New

Create New Document Wizard

Please select one of the following documents:

☐ **Create New Evaluation:**  
Initial Referral, Determination of Disability, Re-Evaluations and Notice of Evaluation

☐ **Create New Plan:**  
Goals and Objectives, Services, Accommodations, Transition, and Other Information

☒ **Create New Progress Report:**  
Report measurable progress against ongoing Plan Goals
 

Link to an Enrollment . . .

24-25 Calaveras High School(07/24/2024-) ▼

☒ Progress Report

☐ **Create Custom Form:**  
Notices, checklists, and supplemental forms

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DOCUMENT SELECTED FOR CREATION: Progress Report

**Instructions:**  

The default format used to report measurable progress against ongoing plan goals. Can log multiple progress report assessments.

Create Document

Cancel

Create New Document Wizard

1. From the Special Ed Documents tool, click **Create New Document**. The New Document Wizard displays.
2. Mark the **Create New Progress Report** checkbox. The description is managed using the [Special Ed Preferences](#) tool.
3. When multiple progress report types exist, mark the checkbox next to the **Progress Report** you want to create.
4. Select which Enrollment calendar to link to the progress report.
5. Click the **Create Document** button. The editors of the progress report display.
6. Users must save data on the **Progress Report Editor** before navigating to the rest of the progress report.
7. Navigate and enter data into the progress report's other editor(s). Progress Reports may look different in your state.
8. Once saved, the progress report may automatically pull in to the associated plan.
9. To prevent further editing of a progress report, **Lock** the document from the Special Ed Documents tool. Users need additional tool rights to Unlock a progress report. See the [Tool Rights](#) section below for additional information.

## Edit

To edit an existing progress report, double-click the progress report on the Special Ed Documents list or select the progress report from the list and then click **Open**.

## Delete

It is not recommended to delete records. Delete with caution.

To remove an existing progress report, select the progress report from the list and click **Delete**. A warning message displays confirming the action, "You are about to delete assessment data related to this goal, are you sure?" Click **Ok** to confirm or **Cancel** to go back.

## Editors

[Progress Report Editor](#) | [Goal/Objective Assessment](#)

A progress report has two sections: the Progress Report editor and the Goal/Objective Assessment editor.

## Progress Report Editor

This editor must be saved before continuing to the rest of the progress report.

Plan Progress Report	Progress Report Editor			
Assessment	Plan to report on (Start Date - End Date)			Report Date
Progress Report	Campus Default IEP (08/19/2024 - 08/19/2025)			<input type="text"/>
Goal/Objective Assessment	Created Date	Created By	Modified Date	Modified By
	12/06/2024 11:01:49 -0600	Administrator, System	12/06/2024 11:01:49 -0600	Administrator, System
	Link to an Enrollment: 24-25 Calaveras High School(07/24/2024-) ▼			

*Progress Report Editor*

Field	Description
<b>Plan to report on (Start Date - End Date)</b>	When the editor is new, this field is a dropdown and displays all available plans for the student as of the Start and End Dates. This cannot be null.  After the initial save, this field becomes read-only and displays the plan name, start date, and end date of the plan.
<b>Report Date</b>	The day of the progress report.
<b>Link to an Enrollment</b>	Selection connects this progress report to a specific enrollment. The enrollment records available in this dropdown are all current enrollments for the selected student within the Start Date of the Plan to report on. This cannot be null.
<b>Created Date</b>	The day the editor was initially saved. This read-only field displays after the editor is saved.
<b>Created By</b>	The person who initially saved this editor. This read-only field displays after the editor is saved. It displays the person's Last Name and First Name.

Field	Description
<b>Modified Date</b>	The day the editor was last modified. This read-only field displays after the editor is saved and automatically updates after every save.
<b>Modified By</b>	The person who last modified the editor. This read-only field displays after the editor is saved and automatically updates after every save. This displays the Last Name and First Name of the person.

## Goal/Objective Assessment

Click the **New Goal/Objective Assessment** button to add records.

**Plan Progress Report**  
Assessment  
Progress Report  
Goal/Objective Assessment

**Plan Progress Report Assessment Editor**  

Goal Name	Goal	Objective	Progress
Example goal	Annual Goal	N/A	Adequate Progress

**Progress Report Editor**  
Goals  
☒ Annual Goal  
Objectives  
Progress toward the annual goal  
Adequate Progress  
Comments  
Example statement

*Goal/Objective Assessment Editor*

Field	Description
<b>Goals</b>	This lists all the goals pulled in from the selected plan. Selection determines which objectives display.
<b>Objectives</b>	This displays all the objectives for the selected goal. Multiple objectives may be selected.
<b>Progress toward the annual goal</b>	The type of progress the student made toward their goal or objective. The values available in this dropdown are managed using the <a href="#">Special Ed Progress Option Setup</a> tool.
<b>Comments</b>	Any comments related to the progress record.

## State Sync Logic

The associated plan must be synced to the state before the progress report syncs. Progress reports sync to the state upon Save or Batch syncing.

# State-Specific Considerations

Some states pull information from the progress report into the Plan or printed document. For additional information, see your state's plan documentation.

## Tool Rights

Tool Search: User Account

Users must have at least **Read** tool rights to the Special Ed Documents tool to access Progress Reports. For additional information about tool rights, see the [Individual User Tool Rights](#) article.

**Delaware Only:** Delaware users must have Read, Write, and Add rights to the Special Ed Documents tool as well as Progress Report tool rights to create progress reports.

### User Tool Rights Editor

▼ Special Ed	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Caseload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Contact Log	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Special Ed Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Plan	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Document Sections	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Publish Draft to Portal	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Evaluation	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Document Sections	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Progress Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Document Upload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Progress Report Tool Rights

Tool or Subright	R	W	A	D
<b>Progress Report</b>	View PDF version of existing progress reports.	Edit existing progress reports.	Add new progress reports.	Remove progress reports. Assign Delete rights with caution
<b>Lock</b>	Lock a progress report.	N/A	N/A	N/A
<b>Unlock</b>	Unlock a progress report.	N/A	N/A	N/A