

# Special Ed Progress Report

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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.

screenshot SPED docs view

## Manage Progress Reports

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

From the Special Ed Documents tool, users can add, edit, and/or delete progress reports. COPY? Lock, unlock?

### New

1. From the Special Ed Documents tool, click **Create New Document**. The New Document Wizard displays.
2. Mark the **Progress Report** checkbox. The description is managed using the [Special Ed Preferences](#) tool.
3. Select which enrollment calendar to link to the progress report.
4. Click the Create Document button. The editors of the progress report display.
5. Users must save data on the Progress Report Editor before navigating to the rest of the progress report. ...
6. ...

### 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](#)

There are two sections within a progress report, 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.

screenshot

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 fields displays after the editor is saved.
<b>Created By</b>	The person who initially saved this editor. This read-only fields displays after the editor is saved. This displays as Last Name, First Name of the person.
<b>Modified Date</b>	The day the editor was last modified. This read-only fields displays after the editor is saved and automatically updates after ever save.
<b>Modified By</b>	The person who last modified the editor. This read-only fields displays after the editor is saved and automatically updates after ever save. This displays as Last Name, First Name of the person.

## Goal/Objective Assessment

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

screenshot

Field	Description
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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

**Read** - View PDF version of existing progress reports.

**Write** - Edit existing progress reports.

**Add** - Add new progress reports.

**Delete** - Remove progress reports. Assign Delete tool rights with caution.

... lock and unlock rights... rethink this section

For additional information, see the [Individual User Tool Rights](#) article.