SER IEP Forms Progress Reports

How to Begin the Progress Report Process

- Log into the SER Production Site at https://serp.doe.louisiana.gov/ser
- Enter SER User ID number and Password
- Enter Student's Name or Student's Unique ID
- Click on Search
- Confirm Correct Student (DOB, etc.)
- Open up the student's current IEP for which you are reporting progress. (You do not amend the IEP to complete IEP Progress Reports.)
- Click on the drop down menu: *1.Transition Services*. If "Progress Reports" is displayed, and data was entered for a previous reporting period, skip to page 7. If Progress Report forms have not been added, proceed to the following step.
- In the upper right hand corner of the IEP display click on the blue "add/delete IEP forms to IEP."

| 🟉 https://s | ert.doe.lou | uisiana.gov/?ID=324f7c | 9b-3obf 44aa-9 | 3d5-133e5603bafc - | IEP - LAST-13 | 86401, F - Windows. | 💶 🗖 🔀 |
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| IEP Forms | 1. Transi | ition Services | | ✓ → | | Official / Signed | × Delete |
| 📯 Syst | em: | Terrebonne Parish | Student Name: | LAST-1386401, FIRST | Grade: | add/de | lete forms to IEP |
| Mee Mee | ting Date(s) | : | DOB: | 9/19/1988 | Local Id: | 00000000 | |
| | | | | | | | ^ |
| Transition | Services | | | | | | () |
| | | | | | | | |
| Date of Stu | dent Invita | ition: | | | | | |
| Method of S | Student Inv | itation: | | | | ~ | ≡ |
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| | | | | | | ~ | |
| Anticipated | Exit Date: | | | | | | |

- Check the box next to Progress Reports. Click on "Save."
- Once the Progress Report form has been added and saved on the IEP, this step will not have to be repeated for this IEP. (Do not add Progress Reports until the IEP has been made official and submitted to SER.)

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| Testing Systen Student Search | IEP Forms | |
| Previous Search | Sys Cick to add or remove forms from this IEP T-1386401, FIRST Grade: add/delete forms to IEP /1988 Local Id: 000000000 000000000000000000000000000000000000 | |
| Current Stu | Transition | |
| Name: <u>LAST-13864</u> <u>FIRST</u> | Progress Reports | 0:10 PM |
| State ID: <u>991-38-6</u> DOB: <u>9/19/1988</u> | Method of | |
| Gender: Female | | |
| Student Profile Jurisdiction | | |
| Parent/Guardia Special Ed. Acti | | |
| Pre-Referral Acti Screening | VarPreference WARNING: Removing a form will delete that forms data permanently. | |
| Evaluation IEP | STUDENT'S] Training, integrated employment, continuing/sdult education, adult services, independent living, and community participation. Use the following target areas to assist choosing outcomes: Employment, Living Arrangements, Homemaking Activities, Income/Financial needs, Community Resources, Recreation and Leisure, | |
| N 100 C | Transportation, Medical Services, Relationships, and Advocacy Legal) | 1 |



- The SER IEP Form you have opened will be displayed. Click on the drop down box of IEP forms (Transition, GSI, Instruction...) and locate "Progress Reports."
- Click on "Progress Reports."

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| SER 📴 New Stu | SER Individualized Education Program 🛛 💈 🔚 💝 🛛 🔹 🚺 LA Department of Education | rtment o |
| Testing System Student Search | IEP Forms 1. Transition Services 1. Transition Services 1. Transition Services | |
| Previous Search New Search | Syster 2: General Student Information Instructional Plan Accommodations Conserver Device | |
| Name: LAST-13864 | Transition S6. Placement / Least Restrictive Environment 7. Progress Reports | 35:10 PM |
| State ID: <u>991-38-6</u> | Date of Student Invitation: | |
| DOB: <u>9/19/1988</u> Site: <u>055036</u> Gender: <u>Female</u> | Method of Student Invitation: | |
| Jurisdiction Parent/Guardia | Anticipated Exit Date: | |
| Special Ed. Acti Pre-Referral Acti Screeping | Preferences and Interests | |

- Enter Baseline Data if this is the first reporting period for the Goal.
 - Baseline data is basic information (where the student is performing as identified in the academic achievement and functional performance section on the instruction plan) gathered before instruction begins. Baseline Data is used later to provide a comparison to assess instructional impact and progress monitoring.

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| : <u>)</u> 🚰 🖬 💪 🚄 - | IEP Forms 7. Progress Reports | Delete | <u>A</u> - |
| | System: Terrebonne Parish Student Name: LAST-1386401, FIRST Grade: add/delete for Meeting Date(s): DOB: 9/19/1988 Local Id: 00000000 | orms to IEP | |
| 1 | Short-Term Objectives / Benchmarks | 0 | |
| | THE STUDENT WILL If objectives are included, they are printed here. xxxxx xxxxx xxxxx | | |
| | Progress Reports | 0 | |
| | Baseline Data | | |
| 5 | + Add New Reporting Periods Progress Towards Goals IP Reason (if Needed) Conversation with | | |
| 9 | delete SELECT ONE | | |
| · · /· · · /· · · · · · · · · · · · · · | Current Data | | |
| | Comments | ~ | |
| Page 4 Sec 1 | Page timeout in 26 minutes 21 seconds 🛛 🙀 100 | 1% - | |

• *Baseline Data is not applicable for Gifted/Talented IEPs.

Data you cannot change that is pulled from the Instructional Plan and automatically displayed on the Progress Report Form for informational purposes includes: Educational Need Area, Goal, Content Area (if applicable), Method of Measurement, Additional Methods of Measurement (if applicable), Date Goal Achieved (if applicable), and Short-Term Objectives/Benchmarks (if applicable.) • A Progress Report is generated for each Goal with or without Short-term objectives on the Instructional Plan in the IEP.

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| Sys | tem: Terrebonne Pa | rish Student Nar | ne: LAST-1386401, FIRST | Grade: | add/de | lete forms to IEP | |
| Mee Mee | eting Date(s): | DOB: | 9/19/1988 | Local Id: | 00000000 | | |
| Stu | | | | | | | |
| Existing I | nstructional Plans | | | | | | |
| Num | Educational Need Area | | Content Area | | | | 35:1 |
| <u>8-6</u> | Academic/Cognitive | | All Content Areas | | Edit Progress | | |
| 2 | Communication | | | | Edit Progress | | |
| 3 | Motor | | | | Edit Progress | = | |
| | | | | | | | |
| Educationa | l Need Area | Academic/Cognitive | | | | | |
| Goal | | The Goal is printed here | | | | | |
| Acti | ea | All Content Areas | | | | | |
| Acti Method of | Measurement | Daily / Weekly Grades | | | | | |
| Additional | Methods of Measurement | , | | | | | |
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| Date Goal | Achieved | | | | | | |
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| Short-Ter | n Objectives / Benchina | | | | | | |
| THE STUDE | NTWILL | | | | | | |
| If objectives | are included, they are print | ed here. | | | | | |
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| mer XXXXXX | | | | | | | |

• Select date for Reporting Period (date of the end of the 9 week period).

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| IEP Forms 7. Progress Reports | | | | * | Þ | | [| (A) Validate | Official / Signed | X Delete | |
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| Short-Term Objectives / Benchmarks | | | | | | | | | | ? | |
| THE STUDENT WILL | | | | | | | | | | _ | |
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| Baseline Data | | 8 | <u>9 10</u> | <u>11</u> | <u>12</u> | <u>13</u> | 14 | | | | |
| | | <u>15</u> <u>1</u> | <u>6 17</u> | <u>18</u> | <u>19</u> | <u>20</u> | 21 | | * | | |
| + Add New | | <u>22</u> 2 29 3 | <u>.3 24</u> 10 <u>1</u> | <u>25</u> 2 | <u>26</u> 3 | <u>27</u> 4 | <u>28</u> 5 | | | - | |
| Reporting Periods Prog | | | (| None | ; | | | ≥eded) | Conversation Parent Need | led? | |
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| Current Data | | | | | | | | | | | |
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• Indicate Progress Towards Goal using drop down choices.

NA=Not Addressed

IP= Insufficient Progress—Skill/behavior is not on target toward achieving goal SP=Sufficient Progress—Skill/behavior is on target toward achieving goal A=Achieved—Skill/behavior is demonstrated consistently over time G=Generalized—Skill/Behavior is generalized and transferable

| Reporting Periods | Progress Towards Goals | IP Reason (if Needed) | Conversation with Parent Needed? |
|-------------------|---|-----------------------|-------------------------------------|
| delete 1/9/2009 | Not Addressed SELECT ONE Not Addressed Insufficient Progress | SELECT ONE | |
| Current Data | Sufficient Progress Achieved Generalized | | |
| | | | |

• If insufficient progress reason is needed, select from drop down box.

| Hľ | Baseline Data | | | × |
|----|--------------------------------|------------------------|--|-------------------------------------|
| Í | + Add New Reporting Periods | Progress Towards Goals | IP Reason (if Needed) | Conversation with Parent Needed? |
| 2 | delete 1/9/2009 | Sufficient Progress 👻 | SELECT ONE SELECT ONE Frequent Absences/Tardiness | |
| | Current Data | | Medical/Health Missing Class Assignments Missing Homework Assignments Lack of Preparation Behavior Interfering with Progress | |
| | Comments | | Lack of Motivation/Participation Other (Identify) | |

Indicate if conversation with parent needed by checking box. If a conversation
with the parent is needed it is the teacher's/service provider's responsibility to
follow up on contacting the parent.

| | | | | 1 | | | | |
|--------------|----|---------------------------|-------------------|--------------------------|----------------------------|------------|-------------------|-------------|
| | | + Add New Reporti | ng Periods | Progress Towards Goals | IP Reason (if Need | ded) | Conversation with | 3 |
| | | delete 1/9/2009 | | Sufficient Progress 💙 | SELECT ONE | ~ | | |
| ···· 5··· I | | Current Data | | | < | | | |
| ····· | | Comments | | | < | | | * |
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• Enter current data. Current data shows how much progress the student has made since the baseline data was gathered and is reflected in the choice the teacher/service provider indicated in Progress towards Goals. DO NOT LEAVE BLANK. If all text space is used, SER will create an addendum page.

| Progress Reports | |
|---|--|
| Baseline Data | |
| | |
| + Add New Reporting Feriods Progress Towards Goals IP Reason (if Needed) Conversation with Parent Needed? | |
| delete 1/9/2009 Sufficient Progress V SELECT ONE V | |
| Enter current Data here. | |
| Comments | |
| | |

• Enter any needed comments. DO NOT LEAVE BLANK. If all text space is used, SER will create an addendum page.

| | Enter Baseline data here. | ~ | |
|-------|--|-------------------------------------|--|
| ····* | + Add Nw Reporting Periods Progress Towards Goals IP Reason (if Needed) delete 1/9/2009 Sufficient Progress V SELECT ONE V | Conversation with Parent Needed? | |
| | Current Data here. | | |
| | Comments here. | | |

• Enter Teacher's name. Any teacher/service provider responsible for implementing a goal on the instruction plan may add information on the progress report. Caution, do not delete any information another teacher/service provider has entered. After printing the progress report, the teacher/service provider must sign his/her name on the signature line.

| in Comments | |
|---|--|
| | |
| Teacher Name, Other Service Provider Here Teacher Signature Date Sent | |
| Record Information Created On: 11/6/2008 2:02:10 PM Created By: sertrain5 | |

• Enter Date sent to Parent. Progress Reports must be sent to the parent at the same time as Report Cards. (Date Sent must be entered to SAVE the Progress Report.)

| Reporting Periods | Prog | יי 🖉 | http | s://se | ert.d | oe.lo | uisia | ··· [| | X | ≥eded) | Conversation with Parent Needed? |
|----------------------------------|----------|------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|------|--------|-------------------------------------|
| elete 1/9/2009 | Su | ffi | Jai | nuary | | ~ | | 200 | 9 🗸 | | * | |
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| | Ente | • r | S | м | т | w | т | F | S | | | |
| urrent Data | | | <u>28</u> | <u>29</u> | <u>30</u> | <u>31</u> | <u>1</u> | 2 | 3 | | | |
| | | | 4 | <u>5</u> | <u>6</u> | Ζ | <u>8</u> | <u>9</u> | <u>10</u> | | | |
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| omments | Lince | | <u>18</u> | <u>19</u> | <u>20</u> | <u>21</u> | <u>22</u> | <u>23</u> | <u>24</u> | | | |
| | | | <u>25</u> | <u>26</u> | <u>27</u> | <u>28</u> | <u>29</u> | <u>30</u> | <u>31</u> | | | |
| | | | 1 | 2 | <u>3</u> | <u>4</u> | 5 | <u>6</u> | Ζ | | | |
| | | | | | | None | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| eacher Name, Other Service Provi | der Here | | | | | | | | | | | |
| isoshar Pignatura | | | | | | | | | Date | Sont | | - |

• A progress report is generated for each goal with or without short-term objectives on the Instructional Plan in the IEP. The "Edit Progress" link next to an Instructional Plan Goal switches between the progress reports and displays the information from the Instructional Plan. Click on "Edit Progress" for the progress form to be displayed for each Educational Need Area.

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| IEP Form | s 7. Progr | ess Reports | | ✓ | 💧 Validate | Official / Signed | × Delete |
| S | ystem: | Terrebonne Parish | Student Name: | LAST-1386401, FIRST | Grade: | add/de | elete forms to |
| 🤍 M | leeting Date(s) | : | De8: | 9/19/1988 | Local Id: | 00000000 | |
| Existing | Instructiona | l Plane | | | | | |
| Existing | j Instructiona Educatio | il Plans nal Need Area | | Content Area | | | 0 |
| Existing Num. 1 | j Instructiona Educatio Academi | Il Plans nal Need Area c/Cognitive | | Content Area All Content Areas | | Edit Progress | 2 |
| Existing Num. 1 2 | y Instructiona Educatio Academi Commur | Il Plans nal Need Area c/Cognitive nication | | Content Area All Content Areas | | Edit Progress Edit Progress | 2 |

• Enter baseline data and follow steps as indicated in previous directions.

| Num. | Educational Need Area | Content Area | |
|-----------|---------------------------|---|---------------|
| 1 | Academic/Cognitive | All Content Areas | Edit Progress |
| 2 | Communication | | Edit Progress |
| 3 | Motor | | Edit Progress |
| Education | nal Need Area | Communication | |
| Goal | | The Communication Goal is printed here. | |
| Content / | Area | | |
| | | | |
| Method o | f Measurement | | |
| Additiona | al Methods of Measurement | | |
| | | | |
| Date Goa | l Achieved | | |



For each reporting period, click on the "ADD NEW" tab. Do not delete the previous dates/comments etc. to enter the "next" progress information. Enter Progress Information for each Goal. You do not re-enter Baseline data. Enter progress information. Remember SER Progress Reports are cumulative with the IEP. They will show each progress reporting period for that IEP when you print.

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|--------------------|------------------------|--|------------------------|
| Meeting Date(s): | DOB: 9 | AST-1386401, FIRST Grade: //19/1988 Local Id: | 000000000 |
| + Add New | | | |
| Reporting Periods | Progress Towards Goals | IP Reason (if Needed) | Conversat Parent Ne |
| delete 1/9/2009 | Sufficient Progress 💌 | SELECT ONE | v |
| Comments | Enter comments here | · | |
| | | | Conversat |

- Throughout each step of adding information to the Progress Report, click on "save".

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- Each 9 week reporting period (or 4.5 for high schools), the teacher/service provider with IEP authority will send progress reports home to the parent along with the student's report card. If the teacher and service provider are addressing the same goal together, each may put their initials with the information they enter in data gathered and comments. Be careful not to inadvertently erase another person's information entered.
- The teacher with IEP authority will file a copy of all pages of the progress report in the student's IEP folder. The Service Provider will file a copy in their records.
- A copy will be sent to Central Office each reporting period.



How to Print Progress Reports:

- To print the Progress Reports, you must click on the print link (beside the word edit) on the row that corresponds to the student's record. (You will need to close out the IEP for the view/print link to show.)
- Check the box so only the last 4 of the State ID number is printed!
- > Check the box next to Progress Reports.
- > It may take a minute for the Progress Report to appear in .PDF format.
- Click on the Printer button to print.
- Indicate pages to be printed.
- If current data or comments are continued, be sure to also print your Progress Report page (and addendum, if needed) at each 9 week period.

Example of IEP Progress Report for the First Reporting Period (9 weeks) of the IEP:

| | | | LOUIS | IANA DEPARTMENT OF | FEDUCATION | | | CONF | IDENTIA | L DOCUMEN |
|---|---|--|---|--------------------------|-------------------------|--|---------------|--|--|--|
| tudent Name: EIRST MIL | DLE LAST-1365 | 523 | DOB: | 11/29/1989 | | State ID: XXX-X | ¥-5523 | Grade Gth Riv | dis | 0104100 2000 |
| system: Carlete Pa | arish | | Schoo | Proversara | Codela | | a sure | IEP Team Mest | uu Inn Data | J., |
| Broomer Devent #4 | | | | Thy where, | (manero | | | TEP TOURN MODE | ing Date: | XX-XX-3 |
| -togress Report #1 | | | | | | | | | | |
| This report indicates your o | child's progress a | coording to the | IEP. Refer to the goals/objective | es below to see what has | s been addressed during | the reporting per | iod. For each | goal/objective addr | essed, a c | ode indicating |
| Iducational Need | Annatamia (Ca | Comact the st | andor in you have any questions. | | | | - | | S SECTION STATES | |
| cucational Need: | Academic/Cog | gnitive | Dat | e Achieved: | Content | Area: Math | | | | |
| Joan: XXXXX | | | | | | | 3113175 | | | |
| Aethod of Measurement | t: Daily / Weekly | Grades | work samples | | | | | | | |
| | | | | OBJECTIVES | | | | | | |
| 1 xxxx | | | · | | | · ···································· | | | | |
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| 3 **** | | | ** *** | | | | | | | |
| 3 xxxx 4 xxxx | | | | | | | | | · | |
| 3 xxxx 4 xxxx Baseline Data: xxxxxxx # Reporting Prog Periods (dats) | ress Toward IF Goals * | P Reason (If Needed) | | Current Data | | | | Comments | | Conversation with Parent Naminal |
| 3 xxxx 4 xxxx aseline Data: xxxxxxxx F Reporting Prog Periods (data) 10/17/2008 | gress Toward IP Goals * SP | P Reason (If Needed) | XXXXX | Current Data | | x | | Comments | | Conversation with Parent Needed? Yes |
| 3 xxxx 4 xxxx asoline Data: xxxxxxxx 7 Reporting Periods (data) 1 0/17/2008 Progress Towards Goals | Goats * | Reason (If Needed) | XXXXX | Current Data | | × | xxxxx | Comments | | Conversation with Parent Needed? Yes |
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Remember to indicate date achieved for Goals and date achieved for objectives on the SER IEP forms (computer) as well as pages in the IEP folder. SER IEP Forms will only accept dates not comments.

Click on the blue circle with the question mark $\stackrel{\smile}{\smile}$ when you are on the IEP form page for SER IEP Forms help.

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