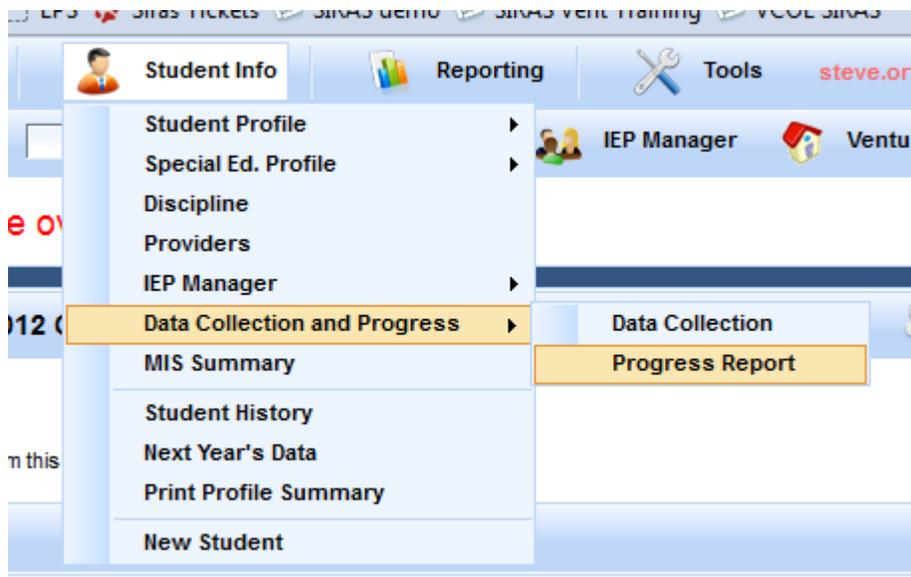


Developing Progress Reports

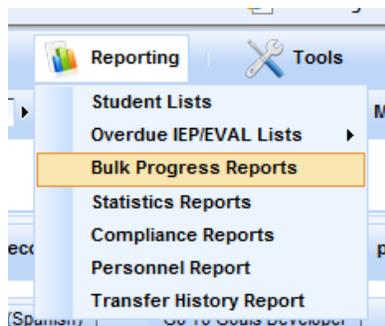
Progress Reports must be sent to parents at the intervals specified on the Agreement/Attendance page. It is expected that they will be sent concurrent with report cards unless otherwise specified. Enter dates only when you are ready to do the Progress Report for the student. It is very important that you complete your Progress Report before you advance any new goals from the Next Year's Goals section of the Goals Developer because otherwise you will lose access to your current goals for the Progress Report.

There are two ways to access the Progress Report to enter data collected for the report:

1. Select a student and go under Student Info to Data Collection and Progress to the Progress Report Tab. This approach will allow you to enter Progress Report data for this student only. If you have collected data for a particular student and wish to enter it, this is the most convenient approach.



2. Go under Reporting to Bulk Progress Reports. This approach will allow you to enter data for any student on your caseload with an IEP in SIRAS. If you have all of the Progress Report data for your entire caseload, this approach will be more convenient.



The Progress Reports function under Reporting searches for all students with active goals and pulls them up. Students who do not yet have goals in SIRAS will not appear on the list.

Regardless of the option selected for developing the Progress Report (by student or by group), the first step on either screen is to enter the date for the Progress Report. Use the calendar to the right of the date field and select the date for the report. This date will then be recorded as the first reporting date for that student. Then select the grading period for the report from the menu (quarter, semester, trimester). The next step is to enter the information regarding the student's progress. Click on "Add Progress Report". You will then get the Edit Progress Report interface that prompts you to enter the 4 components:

Required:

1. Progress Report Date - The date defaults to the date selected for the Progress Report to be sent home. If the report date needs to be changed, it should be corrected using the calendar at the top of the page.
2. Accuracy - Enter the current level of Accuracy the student has achieved. The accuracy must be expressed in the same terms as used in the goal or benchmark (number of times, errors, prompts, percentage, etc.). This is a report of how well the student is performing at this time.
3. Consistency - Enter the current level of Consistency that the student is able to achieve the reported level of accuracy. The consistency must be reported in the same terms as used in the goal or benchmark (number of weeks, trials, observations, etc.). This is a report of how often the reported level of accuracy was demonstrated.

Optional:

4. Comments - Comments do not substitute for Accuracy and Consistency. They should serve as an explanation and/or summary of the reports of the levels of Accuracy and Consistency. For convenience a menu of comments is available in the comments box. This menu can be bypassed by clicking directly into the box to access the field so you can type in your own comments. The box looks small, but it will expand to whatever size needed to enter your comments. Below the English Comment box, there is also a box for a comment in Spanish. If you selected a comment from the menu it will automatically be translated into Spanish; however, if you added on to the comment in the menu the connection to the Spanish translation will be broken, and the entire comment will need to be translated. Any comments not selected from the menu will also need to be translated.

Once you have filled out all four fields on this screen, click on the Save button, and your information will be entered into the Progress Report. Repeat the above steps for each goal and/or benchmark. Be sure not to skip any goals or benchmarks. If you make a mistake, you can always correct it by clicking on Edit Progress Report.

Note: If a goal is added after the first progress reporting period, it will be necessary to enter a "report" for each date already reported to get to the current report date. It is suggested that the user open each of the previous report dates and simply enter a comment "Goal added on date" to indicate why there were no reports for the previous reporting periods.

This process should be repeated at each scheduled reporting date. When doing the final Progress Report for the IEP meeting, you must also indicate whether each goal was met (under Action). Once you do this, you will see the word "Clear" appear. That feature will allow you to remove the "Yes" or "No" (in case you did this by accident before the final reporting period). This is important because when you mark "Yes" a green check mark and the words "Goal Met" will appear on the Progress Report. When you check "No" a red circle with an exclamation point and the words "Goal Not Met" will appear on the Progress Report to remind you that you need to address this area of need in the next IEP.

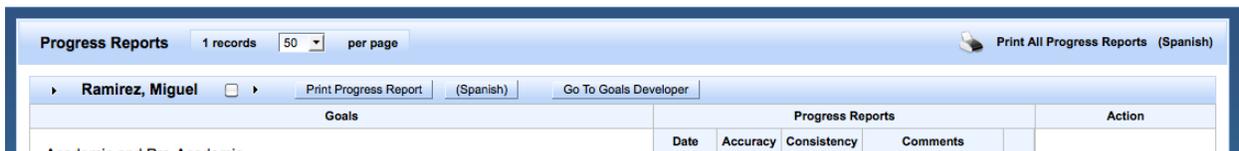
If you check "No," you will also be given a choice as to whether or not you wish to "Keep/Revise" the goal for the next IEP. You may mark that on the Progress Report screen or in the Goals Developer when you are working on new goals. Note, if you elect to "Keep/Revise" a goal, then it will not be archived in the system and you will not have an archived record of the student's progress toward that goal. For this reason, it is recommended that you archive all goals and write a new goal to replace the one that was not met. You need to go to the Goals Developer to Archive and Advance goals. Once you archive a goal, the progress reports for that goal will also be archived.

If you notice any blank goals and/or goals with errors (lines with empty ___ or XXX), you need to go back to the IEP Manager/Goals Developer to correct these mistakes.

There is also a box at the bottom (below the goals) called "Overall Comments" where you can enter other information regarding the student's progress. Information entered in this box will print at the bottom of the actual Progress Report and will be saved for the next reporting time. For this reason, it is suggested that you date your comments so you can add on to them at the next reporting time. The Spanish Progress Report also has a box for overall comments which will need to be translated from the English version of the Progress Report.

When you have entered all of the data for the student, you can print the report for any student from either of the Progress Report screens (under Student Info or Tools) in either English or Spanish. If you want to print the progress report in Spanish, click on the word Spanish.

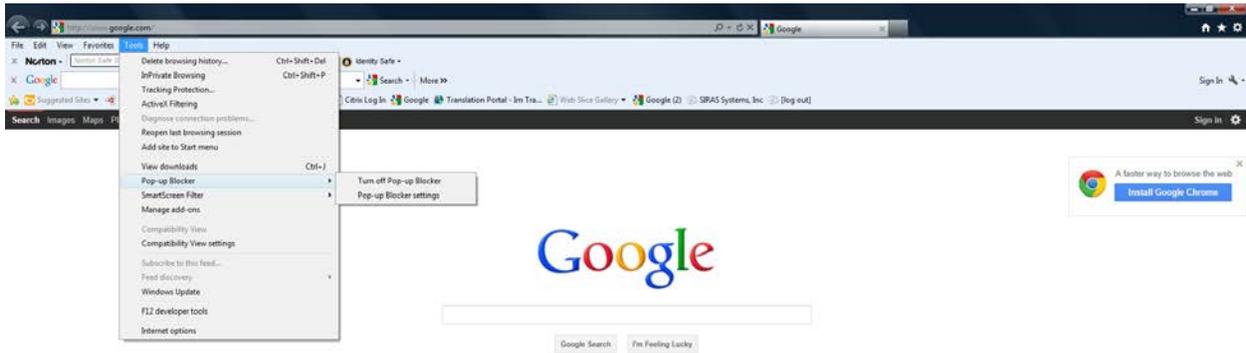
On the Progress Report screen under Reporting there is also an option to Print all of the Progress Reports at the same time using the button at the top right of the screen.



There is also an option to select specific students to print or to exclude from printing. Check the box next to the names of the selected student(s). Once you have selected all the students, click on the arrow to the right of the box and it will bring up a menu of choices: Find only marked, Omit marked, or Save marked as a query so you can pull up those same students again without having to check the boxes. Once you have made a selection, you can then print all of the Progress Reports for the group defined by your choice. To bring back all of the records, click on Reset Search at the top of the screen.

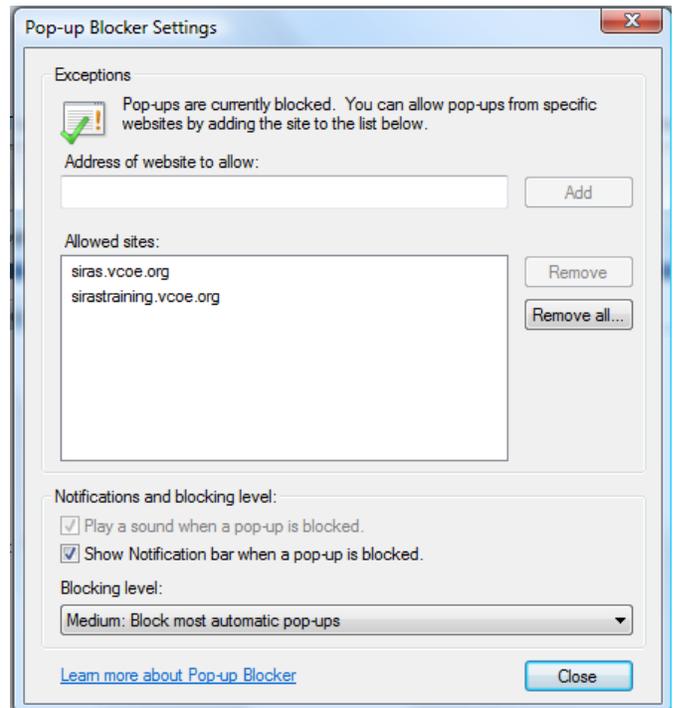
Before you print your Progress Report(s) from either screen, you will need to be sure that your pop-up blockers are turned off. Progress Reports are in HTML which is a different format than the IEP forms. These forms are much more flexible and can "grow" to fit any amount of information needed for the comments section as well as the number of goals and/or goals and objectives you developed; however these forms require the extra step of turning off the pop-up blockers on your computer. If your pop-up blockers are on, the program will not respond. So if nothing happens when you try to print, that will be a reminder to turn off your pop-up blockers.

To turn off your Pop-up Blockers for all sites, open your browser and look under Tools on the menu bar and scroll down to Pop-up Blocker, then select "Turn off Pop-up Blocker".

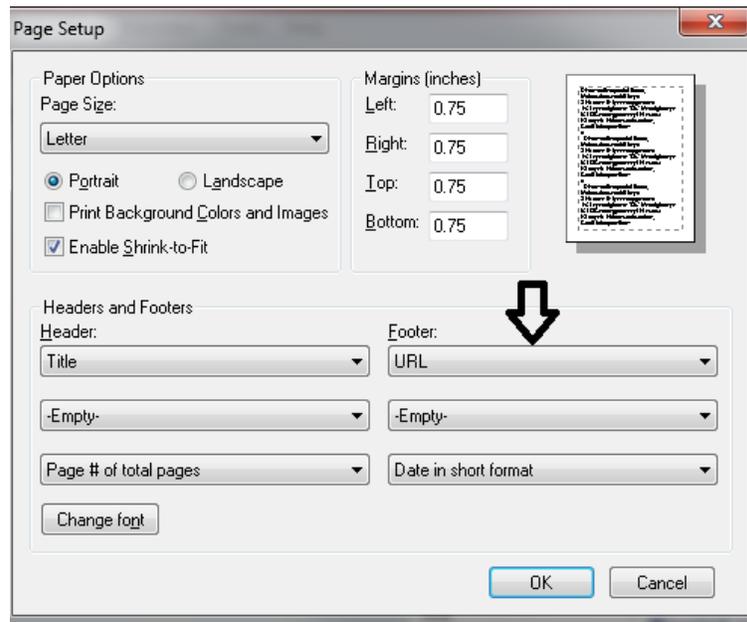


If you do not want to turn off your pop-up blockers for other sites on your computer, go under "Tools" on the Menu bar for your browser (not the one for SIRAS) to "Pop-up Blocker Settings" and add `siras.vcoe.org` to the list of sites that allow pop-ups.

Note: If you do not see a Menu bar for your browser, right click in the grey area underneath the URL and select "Menu". Then you will see "Tools" as a choice.



It is also recommended that you go to the Menu bar for your browser and go under "File" to "Page Setup" and change all of the settings for your header and footer to "Empty". Otherwise the things listed such as Title, page numbers, dates, and URL will print on your report



When you click on Print, the program will open a new window (or sometimes a new tab, depending on the computer) for you to view and complete the Progress Report. You may also enter additional overall comments at the bottom of the page before printing. You can also "preview" the report before printing by going under the File menu in your browser to Print Preview. When you have finished printing the Progress Report(s), close the new window or tab to get back where you were in the program.

See document on *Printing in SIRAS* for more detailed information.