

How to Do Progress Reports

1. Logon to eSped
2. Open **Progress Reports** or **in ARD Forms on the screen Measurable Annual Goals (Standards)**, click on the **arrow “Work on Progress Reports”**
3. Select **Student**
4. Click on **FERPA reason: I am updating the progress this student has made.”**
5. Select Screen – click on down arrow
6. Highlight and click on **#2: Student IEP Progress Goals**
7. Window opens with Progress Periods and Goals
8. On the far left side, click on the radio button of the **Progress Period** you are doing and insert the date (usually the last day of the grading period)
9. Click on **Edit** to the left of the goal you are updating
10. ESY Progress Review Level is only for use after the completion of ESY
11. Click on **Evaluator** and scroll to your name; if not there, click on “New” and add
12. Click on your **Position**; if not there, click on “New” and add
13. Click on **Frequency** (nine weeks)
14. On “From” leave alone; if done on the ARD, it will self-populate the annual dates
15. Click on the appropriate **Progress Code**
16. Click on **Further Action** if needed; if not, click on “N/A”
17. Click on **Yes** or **No** regarding sufficient time for student to achieve goal
18. Add **Comments** (optional)
19. Click on **Save**
20. Click on **View Objective Progress** (above the 4th column)
21. Click on **Edit to the left of the objective** you are updating (this activates the screen)
22. Click on appropriate **Progress Code**
23. Click on **Yes** or **No** regarding sufficient time for student to achieve objective
24. Click on **Further Action** if needed; if not, click on “N/A”
25. Add **Comments** (optional)
26. Click on **Save Progress Information**
27. Continue the **same process with each objective** on that screen
28. When finished updating objectives, click on **Done**
29. Previous screen appears, click on **Done**
30. Click on edit for the next goal you are updating and repeat the process
31. Print a copy for parent and for the eligibility folder