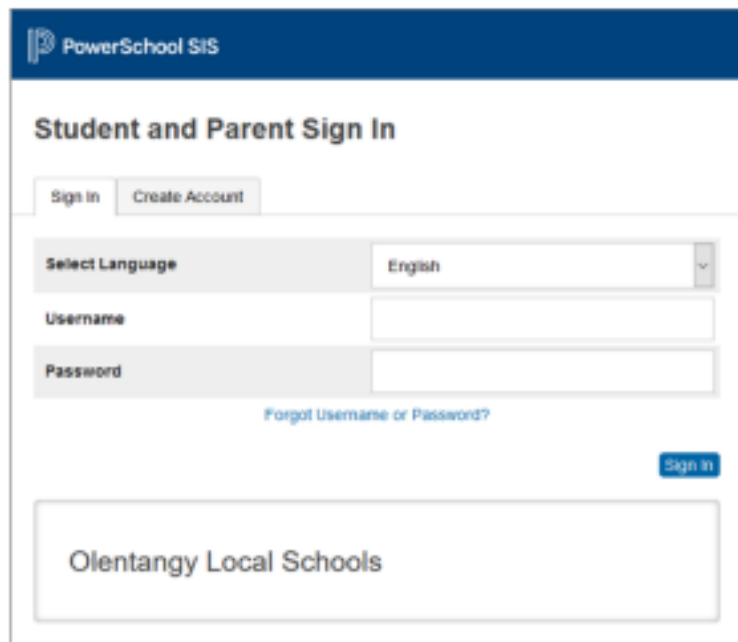


## How to Access a Quarterly IEP Progress Report

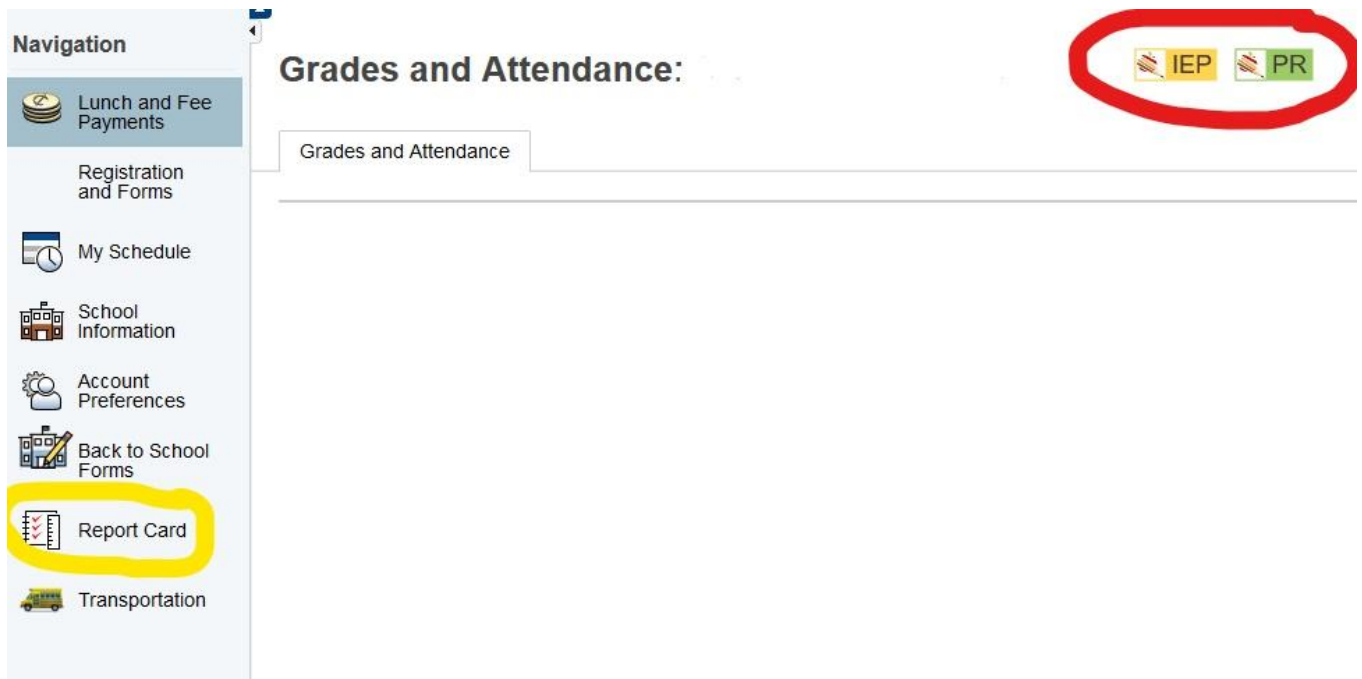
IEP Progress Reports are made available quarterly (roughly a week after the quarter ends) when Report Cards are made available to parents. You can view both reports electronically through the [Parent Portal in PowerSchool](#). The IEP Progress Report communicates IEP goal-related progress and the Report Card communicates general education grade-level standards and expectations (with provided accommodations and/or modifications per your child's IEP).

- Getting to PowerSchool



The image shows a screenshot of the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons, there is a "Select Language" dropdown menu set to "English". There are two input fields for "Username" and "Password". Below the password field, there is a link that says "Forgot Username or Password?". A blue "Sign In" button is located to the right of the password field. At the bottom of the page, there is a box containing the text "Olentangy Local Schools".

- If you are having trouble getting onto PowerSchool, please talk to your school's building secretary.



- If you have multiple children, click on the name of the child you are wanting to view (on the blue line under PowerSchool)
- To access your child's Report Card, click on the Report Card Icon on the left hand side under Navigation (circled in yellow)
- To access your child's IEP, click on the IEP Icon on the top of the screen next to your child's name (circled in red)
- To access your child's Progress Report, click PR on the top of the screen next to your child's name (circled in red)
  - The Progress Report may take a minute to load onto the screen.
  - If you receive a blank screen in PowerSchool, check to be sure that Pop Up Blocker is turned off.
  - Certain configurations of FireFox will not display the pdf correctly. Chrome will work best.
  - Keep in mind that every Progress Report will look different. Your child's could be longer than the sample we are sharing with you.
- What to look for in the Progress Report:
  - Data specific to each goal will be entered for annual goals, objectives, and benchmarks.
    - Annual goals are meant to take the full duration of the IEP to achieve. Therefore, a designation of "met" or "not met" will not occur until the end of the IEP for each annual goal.

- Benchmarks/Objectives will show a designation of "met" or "not met" if this is an objective your child is currently working toward.
- The Reporting Period states the quarter in which the reported progress was completed. The Reporting Period will vary on your child's Progress Report based on the date the IEP was written. Look for the period that is reporting on the current quarter for the school year. In this sample, we will be looking for data in Period 3 (highlighted yellow) as that is reporting the progress for this quarter of the school year.

Reporting Periods

Period 1: Quarter 3 - 3/15/2019    Period 2: Quarter 4 - 5/24/2019    **Period 3: Quarter 1 - 10/17/2019**

Period 4: Quarter 2 - 12/20/2019

Period 5: \_\_\_\_\_    Period 6: \_\_\_\_\_    Period 7: \_\_\_\_\_    Period 8: \_\_\_\_\_

Child's Name: Olen Tangy    ID Number: 123456    DOB: 01/01/2010

District: Olentangy Local Schools

- Let's look at a [sample Progress Report](#) and keep these ideas in mind.
  - Annual Goal #1 is to be accomplished over the year of the IEP.
  - This Annual Goal will be broken down into Benchmarks or Objectives. If you see an X in the box, your child has either already completed that objective OR they have not completed the previous objective, so they have not started to work on this objective yet.
  - Your child's Intervention Specialist will work with your child on the Benchmark or Objective stated and will assess (using the assessment method stated in the goal; examples include a rubric, work samples, observation) at certain times throughout the quarter. These times of assessment are recorded as Data Points.
  - Keep in mind, for Children age 14 and up, there will be a TRANSITION SERVICE/ACTIVITY PROGRESS REPORT also included in their Progress Report.
- Should you have any questions or concerns about your child's progress toward his goals, please contact your child's Intervention Specialist.
- Another resource available to you is our Parent Mentors. For additional information and contact information on the Olentangy Parent Mentors, please [click here](#).