

Steps to Complete Progress Reports in SEIS

Steps to Complete Progress Reports in SEIS

(seisl.org)

1. Sign in using your regular user name and password
2. Click on Student IEPs
3. Pick student to work on
4. Locate P/R to the right side of student name, click on the pencil

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Ø
		SEIS ID	Name / Dist ID	DOB	Status	Case Manager	District Of Service	School	IEPs		P/R	DRDP														
		02/13/2003		02/13/2003	Eligible	Daniel Dike	RCOE (Alternative Education)	RCOE Alt Ed - Grindstaff Community																		
		04/25/2001		04/25/2001	Eligible	Robin Elder	RCOE (Alternative Education)	RCOE Alt Ed - Palm Springs Community																		

5. Select which goals you will be writing progress notes on (usually will check the “check all box”)

Write Progress on Selected Goals
Affirm/Attest PR
Print Affirmed PR
Print Selected Goals

Print Historical PRs

Last Affirmed Progress Report: Jan 19, 2015 9:13:58 PM

☒	Check/Uncheck All	Goal #	Title	Goal	Ready for PR	Updated On / By	Added On / By
☒		1	Reading	after reading a brief passage at Gerlando's independent reading level, when asked to draw inferences, conclusions, or generalizations about text, Gerlando will use prior knowledge to make and confirm inferences, conclusions, or generalizations and support them with textual evidence with 75% accuracy	Yes 10/28/2016 Update	10/28/2016 / 10/28/2016	02/05/2016
☒		2	Writing	when given a choice between two topics, Gerlando will choose one topic, and write a correct 3 paragraph persuasive essay as demonstrated by a thesis statement, supportive examples and evidence, introduction, body, conclusion, pre-writing and drafting strategies, with 75% accuracy	Yes 10/28/2016 Update	10/28/2016 / 10/28/2016	11/06/2013
☒		3	Math	when given math problems, involving addition, subtraction, multiplication and division, parenthesis, or exponents; Gerlando will identify the order of operations to correctly evaluate the expression with	Yes 10/28/2016 Update	10/28/2016 / 10/28/2016	02/05/2016

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- Next click on “write progress on selected goals”

Progress Reports

To write progress on a goal, check the box next to the goal, then click the **Update Progress on Selected Goals** button. On the Update Progress page, select Yes for Ready for PR, for any goal that should be included in the affirmed Progress Report. Only goals with a Yes in the Ready for PR column will be included in the affirmed Progress Report. Click the **Update** button in the Ready for PR column to indicate if the goal should be included in the affirmed Progress Report (if yes was not selected when progress was updated for the goal).



Write Progress on Selected Goals Affirm/Attest PR Print Affirmed PR Print Selected Goals

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- Decide which reporting period you are remarking on. If there are already comments listed and then you will need to select the next report, ex: report 2 (# 1 on image). Not everyone will start on the “report 1” it is based on when IEP was held.
- Include new date of progress report (#2 on image)
- State a summary of progress that directly relates to the goal – if goal is written in %, update should have a % (#3 on image)
- Comment section if for anecdotal comments but not necessary

Write Progress Reports

Area of Need: Writing Title: Writing **Baseline:** When given a choice between two topics, Orlando can choose one topic, and write one persuasive paragraph as demonstrated by a thesis statement, supportive examples to 60% accuracy.

1.

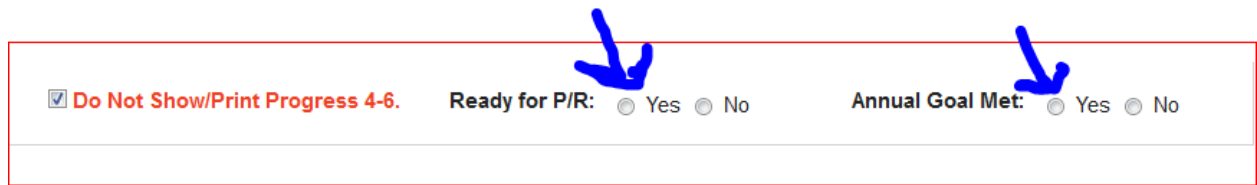
Report 1	Report 2	Report 3	Annual Review
Objective	2.	3.	
Progress Report Date		Summary	Comment

Student Information:

Name: C
DOB: 06/01/2006
Age: 18
Grade: 11
SEIS ID: 1111111111
School: Juvenile
Case M: 1111111111
Future/Current: (LAST_1111111111)
Affirmed Status: 1111111111

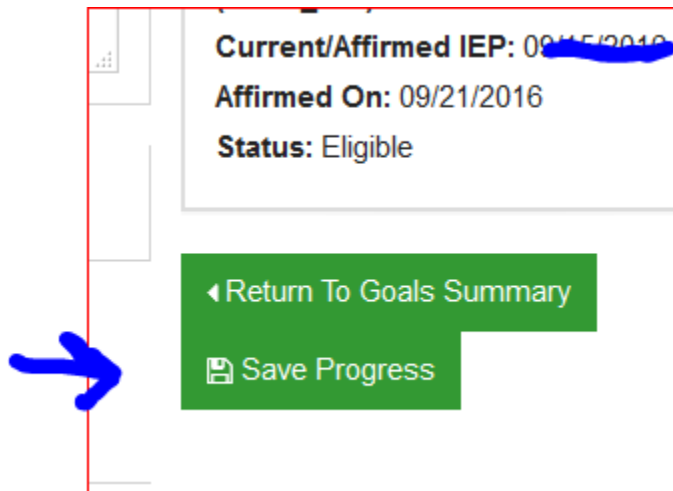
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11. As you complete each goal, mark when PR is ready and if annual goal is met.



☒ Do Not Show/Print Progress 4-6. Ready for P/R: ☐ Yes ☐ No Annual Goal Met: ☐ Yes ☐ No

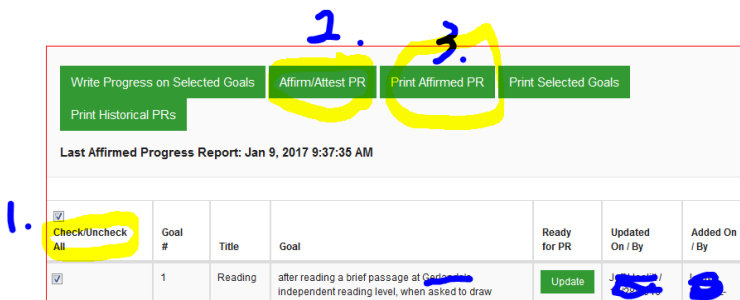
12. Once you have completed marking each goal, click save and return to goals summary.



Current/Affirmed IEP: 09/15/2016
Affirmed On: 09/21/2016
Status: Eligible

◀ Return To Goals Summary
Save Progress

13. Affirm P/R. You will need to click the goals you are going to affirm (#1) and then select “affirm/attest PR”: Next click “ print affirmed PR”.



1. 2. 3.

Write Progress on Selected Goals Affirm/Attest PR Print Affirmed PR Print Selected Goals
Print Historical PRs

Last Affirmed Progress Report: Jan 9, 2017 9:37:35 AM

☒ Check/Uncheck All	Goal #	Title	Goal	Ready for PR	Updated On / By	Added On / By
☒	1	Reading	after reading a brief passage at <u>Grade 1</u> independent reading level, when asked to draw inferences, conclusions, or generalizations about text	Update	1/9/2017 / [User]	1/9/2017 / [User]

14. Progress report can now be found in your print que

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