

IEP Progress Reports in SpEd Forms

These directions only work for students who have an IEP in SpEd Forms that was created and finalized in our district.

When we receive students from other districts, it is essential that we create an [interim IEP](#) as soon as possible. This has a lot of benefits, including the ability to report progress in SpEd Forms.

NEW for 2025: If you are working with a family that has signed up for eSignatures and created an account for themselves, you can share the progress report electronically with them by simply checking the Parent box on the history page.

Log into SpEd Forms and navigate to your SpEd dashboard if you are not already there.

Click on the name of the student you'd like to work on.

SpEd dashboard

Showing 13 of 13 students

	Name	Plan	School
▼	Raymond Babbit BSP	IFSP	Training School
▼	Bilbo Baggins BSP	IEP	Training School
▼	Babe Blue Ox BSP	IFSP	Training School

Under the folder SERVICE PLAN, click on Individualized Education Program (IEP)

SERVICE PLAN

Notice of a Team Meeting ? SP HM SO

Record of a team meeting

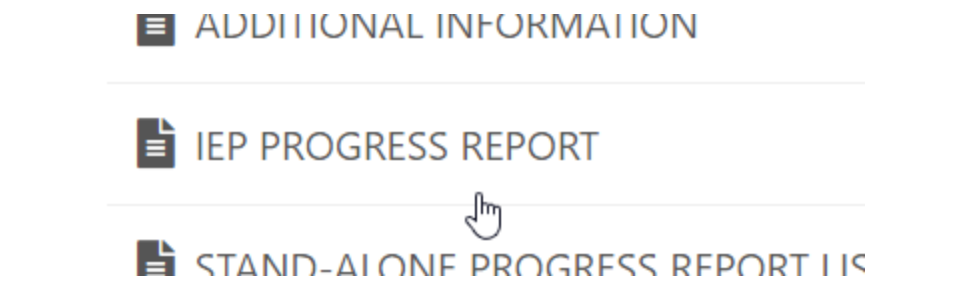
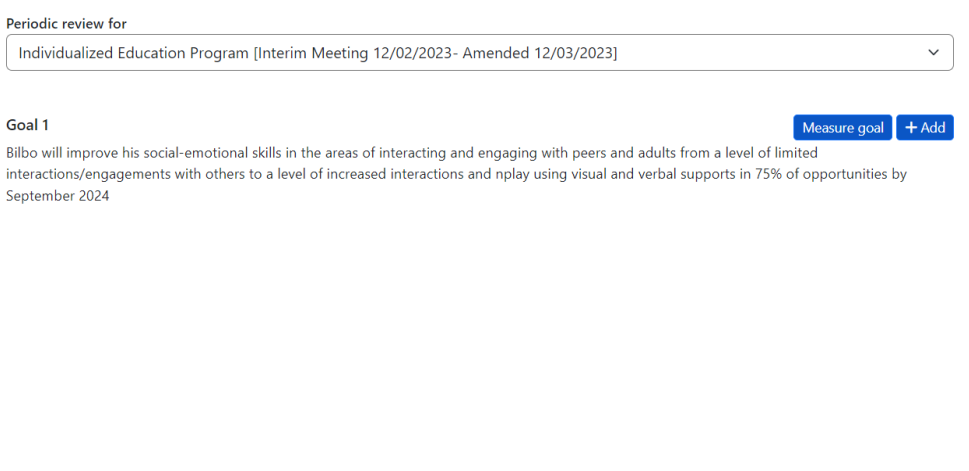
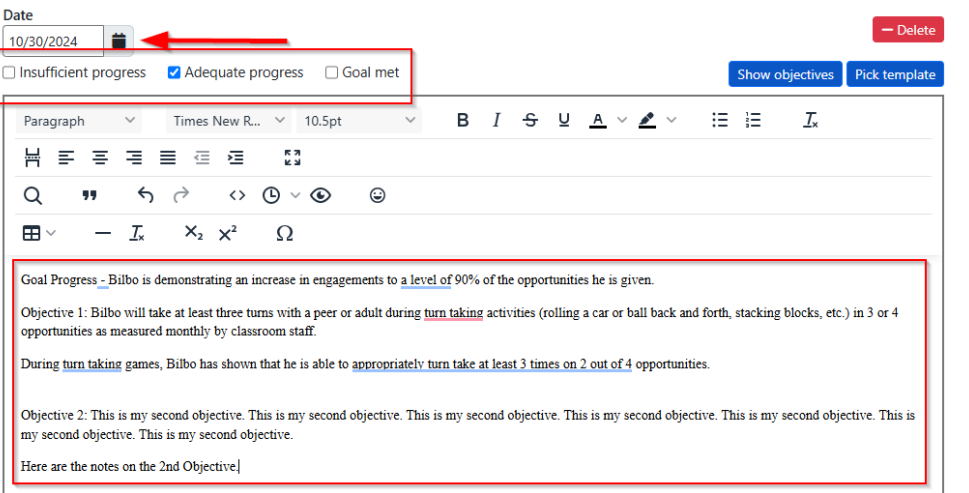
Individualized Education Program (IEP) ? SP HM SO

Prior Written Notice (PWN)/Consent Part B SP HM SO

Procedural Safeguards SP HM SO

Created 11/2/2022

Updated 11/3/2025

Scroll down and click on IEP Progress Report	
You will be brought to a page where the most recent IEP is selected from the drop-down menu at the top of the page AND where the goals from that IEP are listed below. If you are wanting to report on Goals from an older IEP, you can change that drop down at the top. Once you have the correct IEP selected, you can click on the + Add button to add a space for you to add the progress report notes for that goal. NOTE: You may notice there is already progress report information entered for this IEP. If there is, do NOT delete that information. Instead, add a new block of space by clicking on + Add	
In the new Progress Reporting area, you will need to: • Enter the date in the top left corner. • Check off whether or not the progress is Insufficient, Adequate or if the goal has been met. • In the large text field below, you need to make sure that you provide progress on both the overall goal AND each of the objectives associated with that goal. To make it easier to comment on the objectives, you can click on Show Objectives which will pull in the actual objectives from that IEP that you can then comment on below each objective.	

When you have completed all of your work on this page, click Save. NOTE: When you click Save it will automatically create a new blank progress report area for that goal. This is just preparing you for the next progress report. As long as you leave that new blank reporting area completely blank, it will not print off when you go to Finalize the Progress Report.

Save

Once you are done with one goal, if there are others, scroll down and click on + Add to add a progress report field for the 2nd goal. Keep doing this until all goals are commented on.

There may be some goals that will be addressed by another service provider. Coordinate with all of the service providers to make sure all of the goals are addressed before finalizing.

Date: 02/21/2023

The extent to which that progress is sufficient to enable the pupil to achieve the goals by the end of the year:

☐ Insufficient progress ☒ Adequate progress ☐ Goal met [Show objectives](#)

B *I* U ~~S~~ [Text Alignment Icons]

Formats Paragraph Times New ... 10.5pt [Font Size Icon]

[Bulleted List Icon] [Numbered List Icon] [Decrease Indent Icon] [Increase Indent Icon] [Quote Icon] [Undo Icon] [Redo Icon] [Link Icon] [Unlink Icon] [Text Color Icon] [Background Color Icon]

[Table Icon] [Table Border Icon] [Equation Icon] [Equation Icon] [Insert Table Icon] [Insert Table Icon]

Objective 1: When given a list of sentences and direct instruction in an Essential English class, Andrea will paraphrase verbally each sentence using her own words, with 80% accuracy, as measured by student work samples and/or teacher grade book.

Progress: When given a list of sentences and direct instruction in an Essential English class, Andrea can paraphrase each sentence verbally using her own words, with 60% accuracy, as measured by student work samples and/or teacher grade book.

Objective 2: When given a reading passage and direct instruction in an Essential English class, Bilbo will correctly identify the topic, main idea, and details verbally with 80% accuracy, as measured by the classroom teacher and/or teacher grade book.

Progress: When given a reading passage and direct instruction in an Essential English class, Andrea can correctly identify the topic, main idea, and details verbally with 60% accuracy, as measured by the classroom teacher and/or teacher grade book.

Once you've done all the necessary work and made sure that any supporting service providers have also done the work they need to do, you can finalize the document by clicking on the blue Finalize button.

Finalize

Remember when Validating and Finalizing documents, we finalize all documents as a FINAL document before sending it home to the parents

Click on the Finalize button to make a permanent copy of this progress report in the student's History.

Finalize Form

Ready to finalize **Progress Report** for Bilbo Baggins. Please enter a comment below or click Finalize.

☐ Proposal/Draft ☒ Final

☒ Include Page Numbers on Finalized Document

Cancel

Finalize

NEW FOR 2025!

If you have a parent who has signed up for eSignatures, you can share the Progress Report by simply putting a check box in the Parent column in the document History.

Bilbo Baggins > History

File type	Form date	Date filed	Parent
✓ * 2025-26 School Year			
✓ 2024-25 School Year			
✓ Historical Documents (pre-2022)			
✓ Progress Report	10/15/2025	11/03/2025	☒

This will make the document available to the parent AND it will send them an e-mail letting them know there is a document to look at.

NOTE: Parents are busy and sometimes e-mails from companies get lost in the mix, OR the e-mail winds up in their SPAM folder. It would be a good idea at some point in time, to communicate with the parent that Progress Reports will be coming to them electronically. Even better, if you have the bandwidth, it would be good to send them a personal e-mail or give them a call to let them know each time you share a document with them.

A new document from Anoka-Hennepin School District has been shared with you. ➤

email@spedforms.com

to me ▼

A new document from Anoka-Hennepin School District has been shared with you.

Please go to SpEd Forms: <https://16.spedforms.org/0011/> to access it.

If you have any questions, please contact your student's plan manager.

↩ Reply

➡ Forward



FAQs on the next page.

Created 11/2/2022

Updated 11/3/2025

FAQs

How should I manage my 2nd Progress Report?

When it comes time to do your 2nd Progress Report based off the SAME IEP, we want to make sure that we keep a running log of the student's progress throughout the IEP. As long as there hasn't been a new IEP finalized since your original progress report, when you navigate to the IEP Progress Reports page, you'll see the Progress Report that you created earlier already there. We do NOT want you to delete or update that information.	Goal 1 Measure goal + Add Bilbo will improve his social-emotional skills in the areas of interacting and engaging with peers and adults from a level of limited interactions/engagements with others to a level of increased interactions and nplay using visual and verbal supports in 75% of opportunities by September 2024 Date02/22/2024 Insufficient progressAdequate progressGoal met Show objectives Paragraph B I S U A 10.5pt Q " ↶ ↷ < > ⌚ ⌚ ⌚ Paragraph System Font ⌘ - I x x² Ω Objective 1: Bilbo will take at least three turns with a peer or adult during turn taking activities (rolling a car or ball back and forth, stacking blocks, etc.) in 3 or 4 opportunities as measured monthly by classroom staff. Objective 2: Obj 3
Instead, click on the +Add button for each goal to add in new progress information. The blank space will show up below the progress report that was previously entered. Continue on and enter data for the rest of your Goals and Objectives and when you are done, click SAVE at the top of the screen. NOTE: Simply adding in the objectives is not considered a progress report. You need to comment on the objectives using data that you've collected over the time period.	Date mm/dd/yyyy Insufficient progressAdequate progressGoal met Paragraph B I S U A 10.5pt
Once you've done all the necessary work to finalize this document, and you have saved that work, you will see a Finalize button near the top of the screen. Click that button.	Finalize

Remember when Validating and Finalizing documents, we finalize all documents as a FINAL document before sending it home to the parents

Click on the Finalize button to make a permanent copy of this progress report in the student's History.

Finalize Form

Ready to finalize **Progress Report** for Bilbo Baggins. Please enter a comment below or click Finalize.

☐ Proposal/Draft ☒ Final

☒ Include Page Numbers on Finalized Document

Cancel

Finalize

A new IEP has been created, but I want to create a Progress Report that addresses the old goals and objectives. What can I do?

By default, when a new IEP is created, a new space for Progress Reports are created for that IEP as well. So, when you go to the IEP Progress Report page, you'll find that your previous Progress Reports have disappeared.

Sometimes, you still want to comment on those old Goals and Objectives.

Even though by default the blank Progress Reports associated with the new IEP is what shows up, you can also access the working space for old IEPs and old Progress Reports.

To access old IEPs and old Progress Reports, use the drop-down near the top of the page to select the older IEP.

Periodic review for

Individualized Education Program [Interim Meeting 12/02/2023- Amended 12/03/2023]

---Select---

Individual Family Service Plan DNQ [Meeting 12/02/2023]

Individualized Education Program [Interim Meeting 12/02/2023- Amended 12/02/2023]

Individualized Education Program [Annual Meeting 12/02/2023]

Individualized Education Program [Interim Meeting 12/02/2023- Amended 12/03/2023]

Individualized Education Program [Annual Meeting 10/04/2023]

Individualized Education Program [Interim Meeting 09/08/2023]