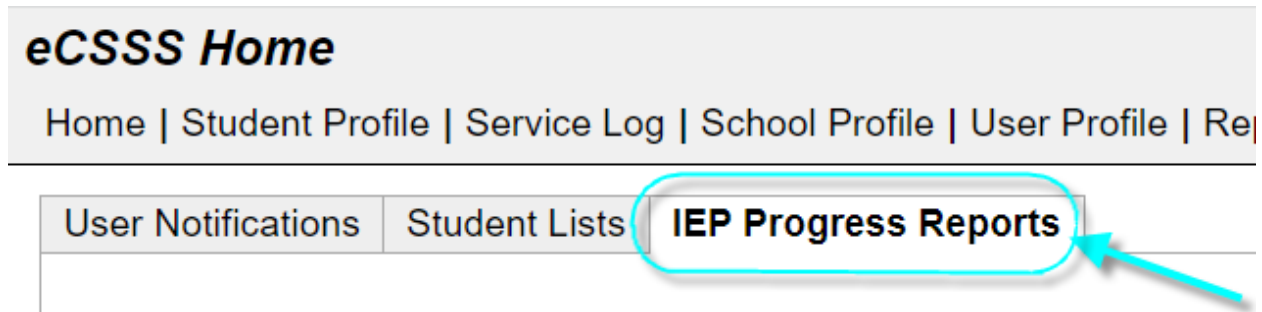


eCSSS NAVIGATION

CREATING, GRADING, FINALIZING IEP PROGRESS REPORTS

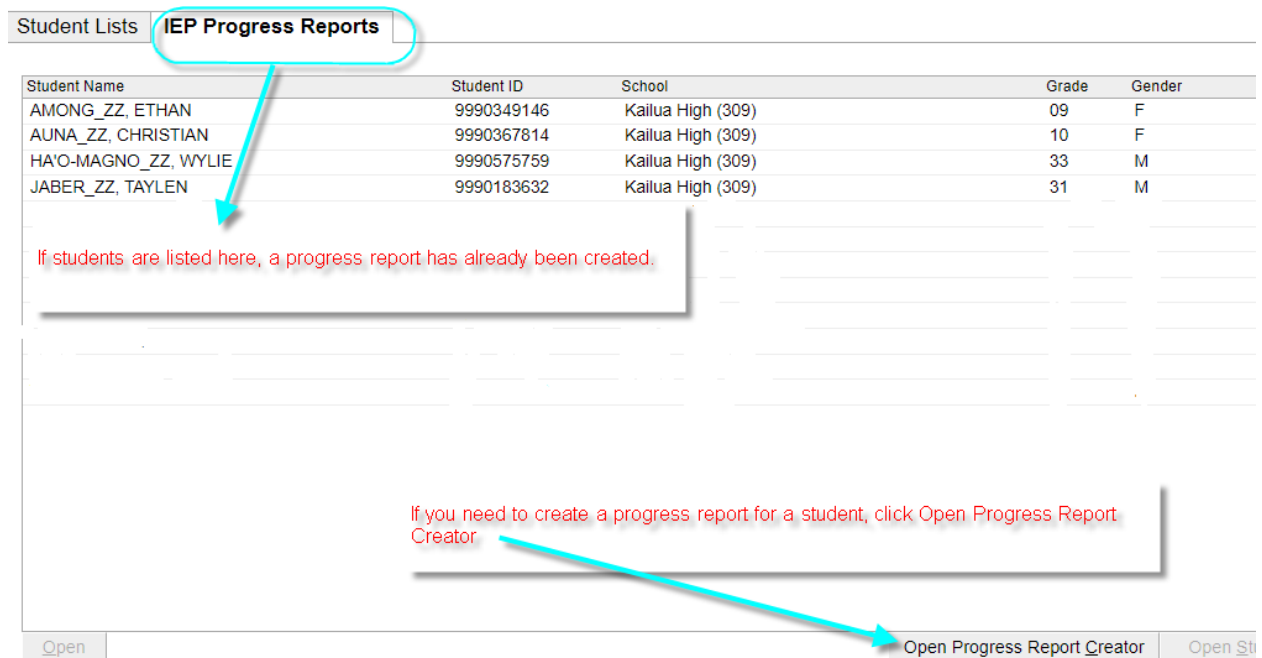
IEP Progress Reports must be sent home quarterly at the end of each quarter and at the same time general education student's report cards get sent home.

After logging in, this screen will appear. Click on the IEP Progress Reports tab.



-If there are students listed, a progress report has already been created and if you're ready to grade, highlight the student's name and click Open on the bottom left corner.

-If you need to create a progress report for a student, click Open Progress Report Creator.



-Select the student(s), by checking the box near their name(s). Check, Save and Close.

You have just created their progress report which is ready for you to “grade.”

Create IEP Progress Reports (*)

Check IEP Progress Reports to Create

☐	Student Name	Student ID	School
☒	SCHAFFNER_ZZ, BROOKE	9990159775	Kailua High (309)

When you or Related Service Providers are ready to “grade,” highlight the name, then click Open.

eCSSS Home

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Service Management ▾ | Admin ▾

Student Lists IEP Progress Reports

Student Name	Student ID	School	Grade
AMONG_ZZ, ETHAN	9990349146	Kailua High (309)	09
AUNA_ZZ, CHRISTIAN	9990367814	Kailua High (309)	10
HA'O-MAGNO_ZZ, WYLIE	9990575759	Kailua High (309)	33
JABER_ZZ, TAYLEN	9990183632	Kailua High (309)	31
KANEHAILUA_ZZ, TRAVIS	9990116313	Kalaheo High (312)	11
KEALOHA_ZZ, SHELLEY	9990179074	Kailua High (309)	32
KIM_ZZ, EZEKIEL	9990505556	Kainalu Elem (311)	05
MAHONEY_ZZ, VASHTI	9990344325	Kailua High (309)	09
PASCUA_ZZ, ELISE	9990663057	Kahuku Elementary (331)	01
SCHAFFNER_ZZ, BROOKE	9990159775	Kailua High (309)	32
WALLACE_ZZ, CHARESE	9990438868	Kahuku H/I (307)	08
WALTER_ZZ, KUUALOHA	9990182039	Castle High (301)	12
YORK_ZZ, MAXIMILIAN	9990326272	Castle High (301)	11

Open

Open Progress Report_Crea

-Look for the goals and objectives that you're responsible to grade. Use the dropdown menu to select progress. Write brief comments in the Comments section to explain your grading.

IEP Progress Report

Student Name [Text Field]	Student ID [Text Field]	Birth Date [Text Field]	Gender [Text Field]	Grade [Text Field]	School [Text Field] (3)
Reporting Period [Text Field]	Provided To Parent Date 05/24/2022				
Goal By the end of the IEP year, [Text Field] will improve his reading comprehension skills, 80% of the given opportunities.					
Objective 1.1 When given a reading passage at his reading level for him to read, or when a higher reading level passage will answer 5 comprehension questions about the passage, with no more than 1 indirect prompt, 80% of the time by February 2023.					
Progress Evaluation					
Evaluator [Text Field] /Special Education Teacher	Progress Evaluation Progress made: objective not yet met				
Comments [Text Field]					

-When everyone is done grading, the Care Coordinator checks the progress report to see if all the goals and objectives have been addressed, dates the progress report in the Provided to Parent date field, and sends home to parent/guardian/student.

-Document when the progress report was sent home in the Events tab on Page 2 of the student record.

This is what a progress report waiting to be graded looks like in the Referral tab.

Student Profile

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Service Management | Admin

Student Name ACOBA_ZZ, ALYSSA	Student ID 9990573644	Gender M	Grade 05	School Hauula Elem (303)
Remove From Student List				

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral																																								
<table border="1"> <thead> <tr> <th>Received Date</th> <th>Referral Action Due Date</th> <th>Active Plans</th> <th>Draft Plans</th> <th>Inactive Plans</th> </tr> </thead> <tbody> <tr> <td>04/05/2008</td> <td>04/20/2008</td> <td>IEP</td> <td>504 Plan</td> <td>MD</td> </tr> <tr> <td>Scheduled Conference Date</td> <td>Student Needs</td> <td>Eligibility</td> <td>IEP</td> <td>Reeval Agrmt</td> </tr> <tr> <td>06/10/2008</td> <td></td> <td>X</td> <td>X</td> <td>06/10/2008</td> </tr> <tr> <td>06/01/2008</td> <td></td> <td></td> <td></td> <td>06/01/2008</td> </tr> <tr> <td>04/15/2008</td> <td>X</td> <td></td> <td></td> <td>04/15/2008</td> </tr> </tbody> </table>										Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans	04/05/2008	04/20/2008	IEP	504 Plan	MD	Scheduled Conference Date	Student Needs	Eligibility	IEP	Reeval Agrmt	06/10/2008		X	X	06/10/2008	06/01/2008				06/01/2008	04/15/2008	X			04/15/2008										
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-This is what the progress report looks like after the Care Coordinator checks the progress report to see if all the goals and objectives have been addressed, dates the progress report in the Provided to Parent date field, and sends home to parent/guardian/student.

Student Profile Welcome, Tammy

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 04/05/2008	04/20/2008	IEP		
☐ 06/10/2008		Eligibility	IEP	504 Plan MD
☐ 06/01/2008				Reeval Agrmt Sch Closure
☐ 04/15/2008	X			Actual Conference Date
				06/10/2008
				06/01/2008
				04/15/2008
Stage				
☒ DEFINE NEEDS				
☒ PLAN				
IEP Type		Active Cycle	Annual Due Date	Reevaluation Due Date
☒ Reevaluation/Annual Cycle		X	06/10/2009	06/01/2011
IEP Type		Active IEP	Draft IEP	IEP Date
☒ Reevaluation/Annual		X		06/10/2008
Service			Projected Start Date	Projected End Date
☐ Special Education			06/20/2008	06/10/2009
☒ Speech/Language Therapy			06/20/2008	06/10/2009
Reporting Period		Provided to Parent Date		
1		10/10/2008		

Actions

- [Open IEP Progress Report](#)
- [Delete IEP Progress Report](#)
- [Display Student Summary](#)

-To print the progress report, highlight then Open IEP Progress Report. The Print button will be at the bottom of the progress report.

Help
E-mail
Audit Log
Print Form
New Version