



Kristin Patterson-Maas

kpattersonmaas@gmail.com

Progress Reports:

Easy IEP -> Wizards -> Report Card Wizard

Choose the Reporting Period from the dropdown menu.

Choose the students you would like to make progress reports for, click "Continue."

The students will be displayed one at a time. Scroll down to the goals/objectives and choose the objectives that pertain to you.

Fill in the status (drop down menu) and the status narrative for both the goals and any objectives you've worked on.

Click either "Just Update the Database" or "Update and Move to Next Student."

Do not create a final report card until the teacher has had a chance to fill in progress for his academic goals, if she chooses to do so.

If, by Monday the Monday after report card conferences, the teacher has not filled in the Easy IEP progress note, go ahead and finalize the progress notes. You can then print them and send them home with the students.

www.krismaas.com

Special Education Compliance Tutorial
For Child Study Team Members, Teachers, Parents