



2023-2024 PROGRESS REPORTING CALENDAR

TARGET	DUE DATE	
Staff enters IEP, goals and objectives and completes the bell schedule	End of September	Prior to due date the Case Manager and Principal/Supervisor should review.
Parent Teacher Conferences scheduled and conducted.	Month of November	Documentation to be submitted and filed in the student records.
Staff Completes Codes and Narratives	11/22/2023 12/06/2023	Prior to due date the Case Manager and Principal/Supervisor should review.
Staff Completes Codes.	3/01/2024 3/15/2024	Prior to due date the Case Manager and Principal/Supervisor should review.
Staff Completes Codes and Narratives	6/07/2024 6/20/2024	Prior to due date the Case Manager and Principal/Supervisor should review.
Annual Review: Present Levels of Academic Achievement and Functional Performance Modification List Transition Plan Student Profile Behavior Plan Current Schedule Current Projected Goals and Objectives Projected Goals and Objectives		

NOTES ABOUT THE FORMS/CHANGES:

<u>Parent Teacher Conference:</u>	Simplify the form to document whether or not a conference was held; consistent throughout the district. Information would include; date of conference, participants, method of conference, attempts made to set up the conference. Bullet point topics discussed, if needed.
<u>Progress Reports:</u>	Three reporting periods instead of four reporting periods (taking out 1 set of narrative and codes) <ol style="list-style-type: none"> 1. MP: Narrative and Codes 2. MP: Codes 3. MP: Narrative and Codes
<u>Annual Review:</u>	Will be the 4 th report of progress. Due dates for paperwork provided by the Case Manager. At the beginning of the year, the Case Managers should provide Teachers/Specialists/Therapists a list of approximate time frame for AR's.