

# PROGRESS REPORTING CALENDAR 2019-2020

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	11/27/2019 12/11/2019	Prior to due date the Case Manager and Principal/Supervisor should review.
Staff Completes Codes.	3/06/2020 3/13/2020	Prior to due date the Case Manager and Principal/Supervisor should review.
Staff Completes Codes and Narratives	6/10/2020 6/24/2020	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:

<b><u>Parent Teacher Conference:</u></b>	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.
<b><u>Progress Reports:</u></b>	Three reporting periods instead of four reporting periods (taking out 1 set of narrative and codes) <ol style="list-style-type: none"> <li>1. MP: Narrative and Codes</li> <li>2. MP: Codes</li> <li>3. MP: Narrative and Codes</li> </ol>
<b><u>Annual Review:</u></b>	Will be the 4 <sup>th</sup> 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.