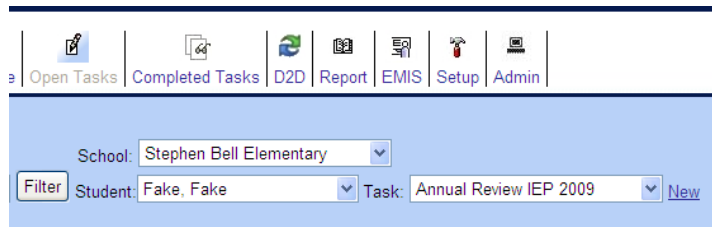


Creating Progress Reports in SpS

Navigate to the Open Tasks screen, and click [New](#)

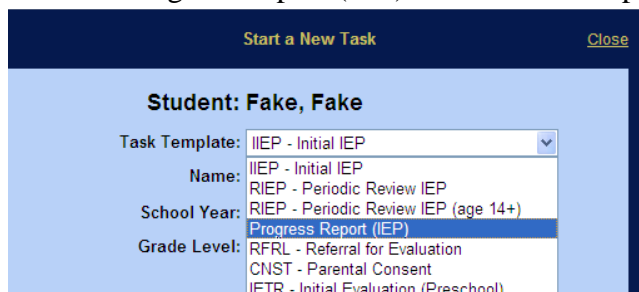


Open Tasks | Completed Tasks | D2D | Report | EMIS | Setup | Admin

School: Stephen Bell Elementary

Filter Student: Fake, Fake Task: Annual Review IEP 2009 [New](#)

Scroll to Progress Report (IEP) in the Task Template drop-down list



Start a New Task [Close](#)

Student: Fake, Fake

Task Template: IIEP - Initial IEP

Name: IIEP - Initial IEP

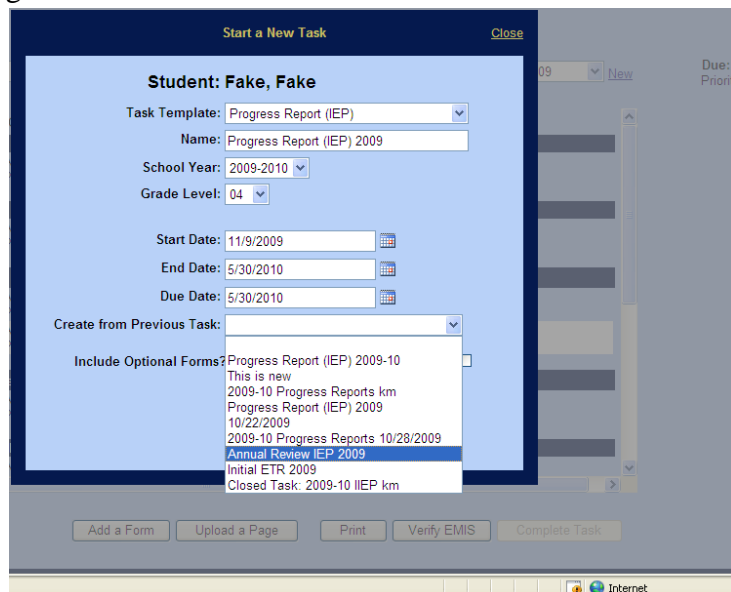
School Year: 2009-2010

Grade Level: 04

Task Template options:
IIEP - Initial IEP
RIEP - Periodic Review IEP
RIEP - Periodic Review IEP (age 14+)
Progress Report (IEP)
RFRL - Referral for Evaluation
CNST - Parental Consent
IETR - Initial Evaluation (Preschool)

Enter Start, End and Due Dates for this task

Using the Create From Previous Task drop-down list, select the IEP that contains the current goals



Start a New Task [Close](#)

Student: Fake, Fake

Task Template: Progress Report (IEP)

Name: Progress Report (IEP) 2009

School Year: 2009-2010

Grade Level: 04

Start Date: 11/9/2009

End Date: 5/30/2010

Due Date: 5/30/2010

Create from Previous Task:
Progress Report (IEP) 2009-10
This is new
2009-10 Progress Reports km
Progress Report (IEP) 2009 10/22/2009
2009-10 Progress Reports 10/28/2009
Annual Review IEP 2009
Initial ETR 2009
Closed Task: 2009-10 IIEP km

Add a Form | Upload a Page | Print | Verify EMIS | Complete Task

Click Start Task

All Goals from the IEP should now have a corresponding Progress Report