

## Completing EP Progress Reports in Excent

Progress reports are required to report progress on EP goals every report card period (4 times per year).

1. Since the duration of EPs run longer than one year, you will eventually run out of available numbers for the report periods. Here's what you do when numbers 1-8 are already used and all 8 have a NO in the locked column:
  - a. Print the current 8 reports, put a copy of this in the student cumulative folder.
  - b. Delete the 8 unlocked reports.
  - c. Start the reports again with #1.
2. In Excent, Progress Reports should be numbered according to the EP year, not the school year. Report #1 should be done at the first report card period after the EP initiation date. For example, if your EP was initiated on February 15<sup>th</sup>, your first progress report would be done in April, and would be numbered #1. The next Progress Report would be due in June, when the marking period ended, and would be numbered #2. Progress Report #3 would be done in October of the next school year, and would be numbered #3, not #1.

## Printing Progress Reports

Printing Progress Reports can now be done directly from the Summary Screen or from the Print IEP screen. Let's look at both methods:

1. **From the Print IEP screen:** Check the box marked **Progress Report**. Check the box for **Print Goals Only** if desired, and check the box for **Print Goals Continuously**. This saves paper. At the bottom of the screen, either click the print button to print the reports for one student, or use the **Student** lookup to select more than one student. The reports will be printed one after another using the choices you checked in the boxes above. In this way, you can print for multiple students at once. *Do not print more than 10 students at a time, to avoid overloading your computer or printer.*
2. **From the Summary List (One Student at a Time):** While looking at the **list** of progress reports for a student (not with the report open), click the Print icon in the purple toolbar. You can select the checkboxes to print Goals Only, and Print Goals Continuously (uses less paper), and select the radio button for the most recently completed EP, if there's one listed. Be sure to select the Final box as well to remove the word draft from your reports.

### **Step By Step Instructions to Print Progress Reports**

**The directions below assume that IEP Complete has been done on the most recent EP for the student. If it has not, then the current goals won't be available for the Progress Reports.**

1. After logging on to Excent, use the Find Student button to locate the student you need to work on.
2. Go to the IEP>Progress Reports page.
3. Look at the list of Progress Reports there, if any. Note the number and dates of any existing reports, so that you will know which number Report Period to enter on the next page.
4. Click on Add New Report.
5. When the page appears, check the report period. The computer will attempt to choose the correct number for you, based on what has already been used. If this is the first progress report after you've had the meeting, it should be #1. If the student already had reports numbered 1, 2, 3, and 4 already, then this one is #5.
6. Enter the Progress Date (the date of the end of the marking period).
7. The Meeting Date, Initiation Date, and EP Duration Date should already be filled in. If they aren't, then you haven't done IEP Complete for this EP.
8. Click the Lookup to add goals to the report. Select all of the goals you want to report progress on.
9. The first goal will be highlighted. Scroll to the bottom to select a Progress and Anticipation statement for the goal. Click Save at the bottom of the page.
10. When the screen refreshes, click on the next goal in the list and repeat step 9. Save your work.
11. Once all of the goals have been addressed, you are done with the report.
12. Click on Find Student to pull up the next student on your caseload. Repeat steps 3-11.
13. Now you can go to the Print IEP screen to print for one student or multiple students.

### **Common Errors When Creating Progress Reports**

1. No goals appear when I click the Goal lookup button.
  - a. Solution: You may not have marked the EP complete. Go to the EP dates page and be sure the boxes are grayed out and the system displays a message that says "Sorry, IEP/EP is marked complete". If it does not, you probably need to mark the EP complete.
2. No dates appear in the meeting date, initiation date, or duration date boxes when I create a new report.
  - a. Solution: You may not have marked the EP complete. Go to the EP dates page and be sure the boxes are grayed out and the system displays a message that says "Sorry, IEP/EP is marked complete". If it does not, you probably need to mark the EP complete.

3. The system tells me I can't add these goals because they are already used on a report with the same period and date.
  - a. Solution: There is already an unlocked report in the list that uses the same report period. Go back to the list of reports. If there are more than 10, click on the Locked column header to make the unlocked (recent) ones jump to the top. See if the number you are trying to use is already taken. If it is, check the date. Did someone already create a report for this date? If the date is old, use the next sequential number for your report.
4. Old goals and dates appear on my reports.
  - a. Solution: You may not have marked the EP complete. Go to the EP dates page and be sure the boxes are grayed out and the system displays a message that says "Sorry, IEP/EP is marked complete". If it does not, you probably need to mark the EP complete.