

## Progress Monitoring

According to the United States Department of Education, [OSEP Ideas that Work](#)-

*“Progress monitoring is a scientifically based practice that is used to assess students’ academic performance and evaluate the effectiveness of instruction. Progress monitoring can be implemented with individual students or an entire class”.*

Progress monitoring is a valuable [tool](#) to use when monitoring and reporting annual goal progress for special education students, and in measuring the effectiveness of academic and behavioral [interventions](#).

Progress monitoring procedures guide teachers in collecting and analyzing data to make [instructional decisions](#) that support all students in meeting the grade level Texas Essential Knowledge and Skills (TEKS) as well as individual students in meeting individual learning targets or annual individualized education program (IEP) goals. Progress monitoring enables teachers to compare the expected rate of learning or goal mastery with the actual rate and make in-the-moment adjustments.

## Best Practice Considerations

When developing systems for progress monitoring during at home learning, LEAs may consider the following best practices:

- Ensure teachers have continued access to and are knowledgeable about their students' IEP documents (e.g., goals, objectives, and accommodations/modifications, behavior plans, supplements) while working remotely.
- Intentionally schedule and set clear expectations for all relevant staff (e.g., general education teachers, ESL teachers, special education teachers, instructional/related services providers) to have regularly scheduled, documented planning time together (as virtual meetings) to coordinate specially designed instruction, IEP implementation, review progress monitoring data and make instructional adjustments, and administer accommodations, and/or modifications for students in the home learning environment.
- Develop a protocol and train staff in how to use that protocol for documenting IEP goal progress, accommodations and specially designed instruction by the general education teacher, special education teacher, paraprofessional, and/or related services and speech providers.
  - Data Sheets for many different subjects:  
<https://drive.google.com/file/d/1sxvGXDftrFuve8irgCJnTmi6fLJnHY/view>
  - Some district examples:
    - [Sample Accommodations Monitoring Form](#)
    - [Activity for Sample of Progress Monitoring](#)
    - [Sample of Service Log for Special Education Mansfield ISD](#)
    - [Sample of Compensatory Time Tracker](#)
    - [Sample IEP Tracking Template Accessible](#)

# COVID-19: Progress Monitoring Checklist

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- Develop processes and training for staff to complete documents that typically require progress monitoring data such as the following.
  - Completing the [Special Education Emergency Contingency Plan](#) or a similar district form
  - Writing all components of draft IEPs (e.g., PLAAFP goals, accommodations) for upcoming admission review and dismissal (ARD) meetings and/or reevaluations
  - Preparing student progress reports for parents as documented in the IEP
  - Tracking service delivery times (document for future compensatory discussions that may be necessary)
- Develop a data collection system for progress monitoring all students during instruction, including student submitted work or virtual observations, to be implemented with fidelity during virtual instruction.
  - Some district examples:
    - Mansfield ISD Sample Data Collection Plan: [Sample Virtual Learning Expectations for Speech MISD](#)
    - Mansfield ISD Sample Teacher Expectation Plan: [Sample Instruction Expectations](#)
    - Frisco ISD Sample Instruction Plan: [Sample Instruction Expectations](#)
    - Northwest ISD Sample Instruction Plan: [Sample Instruction Plan](#)
- Provide teachers with a template and frequency expectations for documented communication with families about academic expectations and academic, behavioral, and IEP-specific progress monitoring systems as well as office hours and tutoring availability.
  - Some district examples:
    - Tomball ISD Sample Parent Letters: <https://sites.google.com/tomballschools.net/school-closure-resources/letter-archive>
    - Family Support Plan (English): <https://docs.google.com/document/d/1C0ZQLIZJ3Urgl3E64ul530fqQE2FYhVvkqR1s2QPrwCM/edit>
    - Family Support Plan (Spanish): <https://drive.google.com/file/d/1ur6TLAsjlCLYRLSW-Hf3TW13V8TX00vV/view>
    - Family Check-In Form: <https://docs.google.com/document/d/1oq75MDfm9P3nE-GlwlyJCA532XuG1-iMurnuJeGGmg0/edit>
    - Frisco ISD Sample Progress Monitoring: [Sample At Home Learning Parent Communication](#)

### Disclaimer

Certain examples were provided in this document for reference only and were reviewed as of the date of this document (4/14/2020). Please note that those linked examples may change over time. TEA does not endorse any of the specific, linked examples referenced in this document.