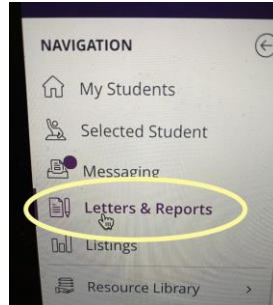
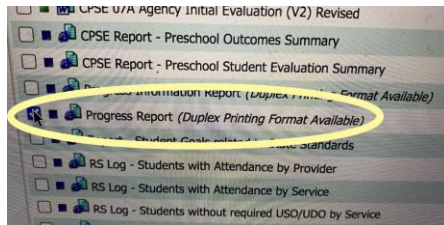


## HOW TO SUBMIT PROGRESS REPORTS TO ALL ABOUT KIDS

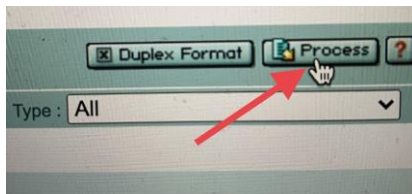
1. Click on **Letters and Reports** in the Navigation Tool Bar to the left of the screen.



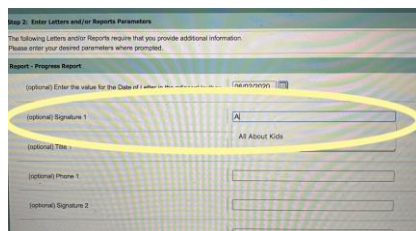
2. Click the box Progress Report (Duplex Printing Format).



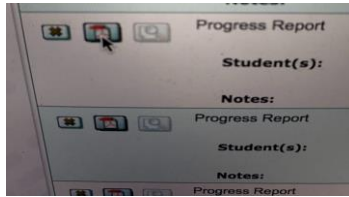
3. Be sure to **Click on Duplex Printing Format and then Process**. This will then allow you to create a Letter and PDF of the student's progress report to provide to families/districts.



4. Please **type in or choose from the drop** down in Signature 1: **ALL ABOUT KIDS** and then click **Next**.



5. Please **Open the PDF** by clicking on the **PDF document button**.



6. **Save PDF as:**

Child First Name, Last Initial, June Progress-SEIT, District

Example: Mickey M. June Parent Training Progress Report- Plainview

7. Email [lireports@aakcares.com](mailto:lireports@aakcares.com) with subject line Month of Progress, Discipline, Progress Report and **attach ALL completed Progress Reports (via Frontline or Progress Report Template)** for each student. In the body of the email, please list each student's first name and last initial by district.

Example:

Subject: June ST Progress Reports

Body: The attached progress reports are completed in Frontline IEP Direct:

Plainview

Mickey M.

Levittown

Minnie M.

Daisy D.

8. If corrections are needed, your QA supervisor will contact you. Please make corrections within 24-48 hours and email your supervisor directly when completed.

9. AAK will distribute progress reports to families, notify districts of progress report completion and file in the student chart.

**\*\*\*Congratulations!! YOUR PROGRESS REPORTS ARE COMPLETE!!\*\*\***