**CPSE/CSE PROGRESS MONITORING AND REPORTING PROCEDURES & DUE DATES**

**Measurable Annual Goals** enable the student to be involved and progress in age-appropriate activities and the general education curriculum, address other educational needs and prepare the student to meet his/her long-term/post-secondary goals. ALL IEP goals need to be measurable.

If there are any questions as to whether a goal is measurable, appropriate or if no progress is being made, please contact your assigned QA Supervisor to assist. IEP goals that are deemed NOT measurable MUST be formally changed through a Request for IEP Amendment/Request for Change Form.

**Progress Monitoring/Data Collection** should be ongoing and should be directly related to the student’s measurable annual goals including criteria, method, and schedule. Data should be included in your session log notes as well as utilized to determine progress for quarterly and annual review reports and regression for ESY recommendation.

**Progress Reporting** is required quarterly four times per school year and an additional time when ESY services are provided. In addition, the Annual Review report must be submitted.

**CPSE Quarterly Progress Report DUE** **DATES to AAK**:

**1st Quarter- November 1st**

**2nd Quarter- January 15th**

**3rd Quarter- April 1st**

**4th Quarter- June 15th**

**Summer/ESY- August 15th**

**\*CSE Quarterly Reports DUE DATES please refer to each individual district.**

**Annual Progress Review Procedures**

**Annual Review** reports will serve as one of the quarterly reports and typically are completed in Early/Mid Spring. Annual Review reports will continue to be completed using the AAK templates for your discipline and county found by logging into our website: www.aakcares.com

Students who start services later in the year may be reviewed in Late Spring. The quarter closest to your annual review will reference your report on the quarterly progress report template with no additional comments needed. (Example: See Annual Review report for updated progress information. You may also copy information from your Annual Review report to the quarterly template for that quarter.)

**Annual Report DUE DATES to AAK:**

Districts require reports to be submitted by AAK NO LATER than 2 weeks PRIOR to Meeting Date.

**AAK providers must submit reports to** [**WestchesterReports@aakcares.com**](mailto:WestchesterReports@aakcares.com) **as follows:**

**March 1st for students starting September-February. The April quarterly will reference annual report.**

**April 15th for students starting March-June. The June quarterly will reference annual report.**

**Present Levels of Performance/Upcoming School Year Annual Goals**

The student’s present levels of performance in the following areas: Academic Achievement, Functional Performance and Learning Characteristics, Social Development, Physical Development, and Management Needs should be included in your Annual Review report.

The following should be included:

•Degree/Level of Knowledge and Development: How is the child currently functioning?

•Student’s Strengths: What they do well?

•Needs of the Student: What does the child need to improve?

Not every NEED necessitates a goal, however, ALL goals must be reflected in the needs. ALL IEP goals need to be measurable and entered prior to meeting.

Proposed goals for the UPCOMING school year should be attached to the Annual Review report.

**Regression Tool/ESY**

Ongoing data collected during sessions and reported in quarterly/annual reports will be utilized in determining if a child is demonstrating significant regression and difficulty recouping skills following breaks, warranting an ESY recommendation.

**Meetings/Meeting Outcome Form**

AAK will notify you via email once we receive notification from the district that a meeting (Annual Review OR Program Review) has been scheduled. You will need to confirm your method of participation. Submit Meeting Outcome form directly after meeting to [WestchesterReports@aakcares.com](mailto:WestchesterReports@aakcares.com)

**Provider Continuation/Staffing**

Please indicate on the Meeting Outcome form if you WILL (Yes) or WILL NOT (No) be continuing to service the student for the upcoming school year.