**Connecticut State Department of Education**

**Bureau of Special Education**

**Focused Monitoring Improvement Plan Progress Report**

Instructions

A progress report is required to monitor implementation of your district’s Focused Monitoring Improvement Plan.

Progress is determined through a review of both qualitative and quantitative data. Districts are encouraged to supply any artifacts or documents to support progress and improvement, in addition to the attached template. While you may document the strategies used to make progress, the focus is on outcomes (i.e., What has occurred due to implemented strategies?)

1. Please report the status of progress in relation to each goal and/or objective. Your first goal and section 1.1 of your first objective (if there are multiple sections) from your Focused Monitoring Improvement Plan have been inserted into Page 2 of this Progress Report template as an example for your reference. For additional goals and objectives please reproduce/use the blank template provided on Page 3. To assist in the CSDE’s review of your progress report, please use a separate reporting page for each section of each objective.
2. Please include both *qualitative and quantitative* information to support the goal. Sources of evidence may include data from the district student information system, building based data, Special Education Data Application and Collection (SEDAC) data, District Annual Performance Report (APR) data, information from other site visits conducted in district, staff data and family data. This is not an exhaustive list.
3. Please do not provide only a list of activities, but include the *outcomes* of activities that were intended to support the goal.
4. Please submit the completed progress report and any additional materials to Jay Brown in the Bureau of Special Education at [jay.brown@ct.gov](mailto:jay.brown@ct.gov). Electronic forwarding of documents is preferred whenever possible. However, the mailing address for the Bureau of Special Education is:

CT State Department of Education

Bureau of Special Education

Focused Monitoring Progress Report

P.O. Box 2219

Hartford, CT 06145

**Due date for Progress Report:**

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**Connecticut State Department of Education**

**Bureau of Special Education**

**Focused Monitoring Progress Report**

❒ Progress Report #1 ❒ Progress Report #2 ❒ Progress Report #3 – FINAL SUMMARY REPORT

Due Date: Date you are completing this progress report:

**2010-11 Focused Monitoring Key Performance Indicator (KPI)**

Improve the district’s effectiveness of efforts to educate students with an individualized education program (IEP) as demonstrated by:

* procedural compliance with the Individuals with Disabilities Education Act (IDEA);
* students with disabilities’(SWD) performance on statewide assessments; and
* attainment of a regular high school diploma.

**Superintendent Name (typed):**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Education Director Name (typed):**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Page 2

| **Measurable Goal #1 from Improvement Plan** (SMART, Specific, Measurable, Attainable, Realistic, Timely)**:**  **Objective #1 from Improvement Plan:** | | |
| --- | --- | --- |
| **Report on outcomes (as opposed to strategies). What progress has been made in meeting the objective?**  **Include qualitative and quantitative information** | **Strategies Completed to Meet Objective** | **Next Steps** |
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| **Measurable Goal #\_\_\_\_ from Improvement Plan** (SMART, Specific, Measurable, Attainable, Realistic, Timely)**:**  **Objective #\_\_\_\_ from Improvement Plan** | | |
| --- | --- | --- |
| **Report on outcomes (as opposed to strategies). What progress has been made in meeting the objective?**  **Include qualitative and quantitative information** | **Strategies Completed to Meet Objective** | **Next Steps** |
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**FINAL SUMMARY REPORT - FOR PROGRESS REPORT # 3 ONLY**

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**Do Not Complete for Progress Reports #1 or #2**

1. Please provide a *brief* narrative regarding the outcomes related to each goal in your district’s Focused Monitoring (FM) improvement plan. Please include both progress as well as continued challenges in the narrative to frame your district’s work. You may provide any district or school wide data that you feel support your narrative.
2. Your district was initially chosen for participation in the 2011-12 FM cohort of districts receiving more intensive technical assistance based on the 09-10 Cohort Graduation Data for students with disabilities.

After carefully reviewing the outcomes related to your FM improvement plan goals above, please provide a *brief* narrative regarding any change from your 09-10 Cohort Graduation Data for students with disabilities to your 10-11 Cohort Graduation Data for students with disabilities. You may provide any district or school wide data that you feel support your narrative. If your data has not changed or has shown a negative trend please address this in your narrative.

1. Please provide any district or school wide data that you feel demonstrate the overall performance of students with disabilities in your district. This may include, but need not be restricted to, data from progress monitoring activities, data team activities, or in relation to student’s IEP goals and objectives.