How To – Special Services/Progress Reports
SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.

User Rights for Special Services/Progress Reports:

- **isSPEDSuperAdmin** – Add/Edit/Deactivate students in the special services roster database. Grant this right to only trusted special services administrative users. Users with this right can modify students in the special education roster database using **ADMINISTRATION>Special Services** and choose **Student Administration**. This is typically the special services director.
- **isSPEDAdmin** – Define accommodations, subjects, progress levels, and progress reports PLUS assign a progress report to a student using **ADMINISTRATION>Special Services** and choose **Define Subjects**, **Define Progress Levels**, and **Manage Progress Reports**. This is typically assigned to the special services director and authorized members of the special services staff. The special services director should be assigned both **isSPEDSuperAdmin** and **isSPEDAdmin** rights. The special services staff should only be assigned **isSPEDAdmin** rights.
- **isSPEDEditor** – Edit a progress report at required intervals (3 weeks, 6 weeks, etc.) for a special services student in a classroom environment using **MY APPS>My Progress Reports**. This is typically the classroom teacher to which the student is assigned.
- **isSPEDMonitor** – Generate detailed special services progress reports using **REPORTS>Special Services**. This right is typically assigned to principals, special services director, and special services staff.

How To Use Special Services/Progress Reports:

1. Users having the right **isSPEDSuperAdmin** will enroll a student into the special services database using **ADMINISTRATION>Special Services** and choose **Student Administration**. Maintain database currency by updating status and creating a new separate record each time a student moves to a different campus within the district. A special services student, Jane Doe, would have three enrollment records if she attended elementary (001), middle school (041), and high school (100) within a multi-campus district (555888).
2. Users having the right **isSPEDAdmin** will define subjects, progress levels, and create/edit/delete progress reports using **ADMINISTRATION>Special Services** and choosing **Define Subjects**, **Define Progress Levels**, and **Manage Progress Reports**. Subjects and progress levels are usually

defined once for all students and modified later as necessary. Progress reports are created for each monitored subject when a student has entered the special services program and are often modified as goals and accommodations change (every 6 weeks, etc.). Once defined and assigned, the progress report will show up in the assigned classroom teacher's **MY APPS>My Progress Reports**.

3. Users having the right **isSPEDEditor** will edit the progress reports at required intervals (3 weeks, 6 weeks, etc.) for special services students assigned to their classroom(s) using **MY APPS>My Progress Reports**.

4. Users having the right **isSPEDMonitor** will print detailed special services progress reports using **REPORTS>Special Services**.