**HALF HOLLOW HILLS**

**CENTRAL SCHOOL DISTRICT**

September 2019

**TO:** Special Education Teacher, School Psychologists, Related Service Providers, Special Education Coordinators and Principals

**FROM:** Mrs. Allison Strand

Executive Director of Special Education

**RE:** **2019-2020 Progress Reporting**

Please read and follow the following guidelines for completing quarterly IEP progress reports:

1. Timelines for completion for progress reporting:
2. **Special Education Teachers**

* First Quarter Progress Due before November 1, 2019
* Second Quarter Progress Due before January 17, 2020
* Third Quarter Progress Due before April 1, 2020
* Fourth Quarter Progress Due by June 19, 2020

1. **Related Service Providers (Counseling, Speech, OT, PT…)**

* First Quarter Progress Due before October 30, 2019
* Second Quarter Progress Due before January 15, 2020
* Third Quarter Progress Due before March 30, 2020
* Fourth Quarter Progress Due by June 17, 2020

1. The Special Education “Teacher of Record” is responsible to notify Tara Dickson, via e-mail at

[tdickson@hhh.k12.ny.us](mailto:tdickson@hhh.k12.ny.us) in PPS, when all the progress reports you are responsible for are ready for printing and distribution.

1. Any progress reports that are not ready for printing and distribution at the designated date should be brought to the attention of the appropriate Special Education Coordinator.
2. Reminders:
3. If a goal has not been addressed, please indicate NA.
4. If progress report is in the narrative form, you must put a letter in the report box.
5. **Printing and mail distribution will be handled at Central Office.** If progress reports are not completed by the dates indicated above, the teacher of record will be responsible for printing and mailing of the progress reports!

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