

**HALF HOLLOW HILLS  
CENTRAL SCHOOL DISTRICT**

September 2021

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

**FROM:** Mrs. Allison Strand  
Executive Director of Special Education

**RE: 2021-2022 Progress Reporting**

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

- 1) Timelines for completion for progress reporting:
  - a) **Special Education Teachers**

❖ First Quarter Progress	Due before November 5, 2021
❖ Second Quarter Progress	Due before January 21, 2022
❖ Third Quarter Progress	Due before April 1, 2022
❖ Fourth Quarter Progress	Due by June 17, 2022
  
  - b) **Related Service Providers (Counseling, Speech, OT, PT...)**

❖ First Quarter Progress	Due before November 3, 2021
❖ Second Quarter Progress	Due before January 19, 2022
❖ Third Quarter Progress	Due before March 30, 2022
❖ Fourth Quarter Progress	Due by June 15, 2022
  
- 2) 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.
  
- 3) 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.
  
- 4) Reminders:
  - a) If a goal has not been addressed, please indicate NA.
  - b) If progress report is in the narrative form, you must put a letter in the report box.
  
- 5) **IEP Progress Reports will be released electronically through the student backpack, under documents, in the Parent Portal.** 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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cc: Brian Kern