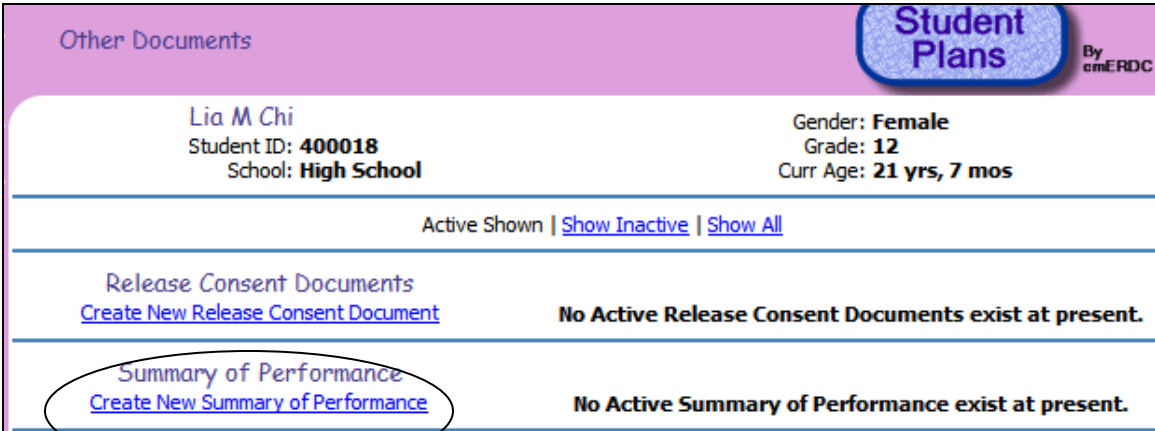


SUMMARY OF PERFORMANCE

The Summary of Performance document is found within the “Other” Document Group, (in your purple column) and it is used on a one-time basis during the student's last year before graduation. Consequently, once the document is created and finalized it cannot be copied, nor can another SOP be created. It can, however, be put into correct mode and edited.

***DUE PROCESS NOTE:** Typically, the SOP is completed in the spring of the year and is shared with the student at a meeting, along with a PRIOR WRITTEN NOTICE indicating the student is graduating. A copy of each form MUST be placed in the students cumulative file.


Summary of Performance Information


| | | |
|----|---|--|
| 1. | Click on Other document link on Plan menu bar. | The documents located in this group will have been setup by the system administrator. Location of documents on menu is customizable. |
| |  | |
| 2. | In the Document Group, click Create New Summary of Performance. | The Summary of Performance date page is displayed. |

Summary of Performance Document Student Plans

Lia M Chi
 Student ID: **400018**
 School: **High School**

Gender: **Female**
 Grade: **12**
 Curr Age: **21 yrs, 7 mos**

*SOP Date: 

*Status: 

3. Click in the SOP Date box and enter the date of the summary of performance.

Note that the current date is entered by default, but you can change it for this document type.

4. Click the Submit button.

The Summary of Performance Information page is displayed with information to be completed.


Summary of Performance Document Information Student Plans


**Summary of Performance was successfully initiated.
 You may now enter/verify the information.**

Lia M Chi
 Student ID: **400018**
 School: **High School**

Grade: **12**
 Age: **21 yrs, 7 mos**

Summary of Performance

*Summary of Performance Date: 

*Student Exit Date: 

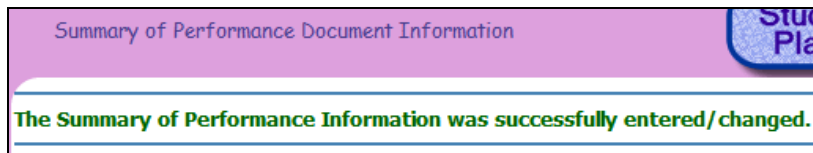
* Completed By:

* Title:

Phone:

Email:

| | | |
|----|---|--|
| 5. | Click in the text boxes to fill in or change all of the required information for this document according to your district's guidelines. | <p>The items labeled with red text and an asterisk (*) are required information that must be filled in if they're not already.</p> <p>If you don't know all of the information at this time, you may leave some of it blank, but you'll need to come back later and fill it in before you can finalize the document.</p> |
| 6. | Click the Submit button | A message is displayed indicating that the information was saved. |



| | | |
|----|---|--|
| 7. | The next item on the menu is the Student Information page | This information is imported from the Student Information System and can be edited if necessary. |
|----|---|--|

SOP Student Information

Lia M Chi
Student ID: 400018
School: High School

Grade: 12
Age: 21 yrs, 7 mos

SOP Student Information

Student ID: 400018

*First Name: Lia

Middle Name: M

*Last Name: Chi

*School: High School

*Date of Birth: 7/31/1988

*Gender: Female

*Grade: 12

Graduation Year: 2010

Address: 9302 E Des Moines St

City: Anytown

State: CA

Zip: 92653

Phone: 714-555-6914

Alternate Phone:

Email:

Submit Reset

| | | |
|-----|--|---|
| 8. | The next item on the menu is the SOP goal page. This page will be blank | These transition goals are pulled in from the latest IEP and can be edited. |
| 9. | If 'Refresh/Replace Goals' is selected, transition goals from the most current IEP will be included and will write over whatever is keyed in the boxes | |
| 10. | If 'Append Goals from Plan' is selected, transition goals from the most current IEP will be included, but will be placed at the bottom of each section | |

Summary of Performance Goals **Student Plans**
By cmERDC

Lia M Chi
Student ID: **400018**
School: **High School**

Grade: **12**
Age: **21 yrs, 7 mos**

Post-Secondary Goals

Post Secondary Education and Training

Optionally, choose an available Template:

The student will attend vocational school

SOP Goal Template 1
 SOP Goal Template 2

Employment

Optionally, choose an available Template:

The student will work at

Independent Living (where appropriate: recreation and leisure, community participation, home living)

Optionally, choose an available Template:

The student will live independently.

9. The next item on the menu is the Summary of Performance page.

Each of these areas is defined in a district/system template table and areas can be modified or areas can be added

Summary of Performance

Student Plans

By cmERDC

Lia M Chi
 Student ID: **400018**
 School: **High School**

Grade: **12**
 Age: **21 yrs, 7 mos**

Summary of Performance

| Area | Summary | | |
|---|---------|----------------------|--|
| Reading | | Edit | |
| Math | | Edit | |
| Language | | Edit | |
| Learning Skills | | Edit | |
| General Ability and Problem Solving | | Edit | |
| Attention/Executive Functioning | | Edit | |
| Communication | | Edit | |
| Social Skills and Behavior | | Edit | |
| Independent Living Skills | | Edit | |
| Environmental Access/Mobility | | Edit | |
| Self-Determination/Advocacy | | Edit | |
| Career-Vocational/Transition/Employment | | Edit | |
| Additional import considerations | | Edit | |

| | | |
|----|---|---|
| 10 | Click on edit and key in the information for that area. | Click submit or submit and continue if the text is very long. |
|----|---|---|

Summary of Performance Areas

Student Plans By cmERDC

Lia M Chi
Student ID: 400018
School: High School

Grade: 12
Age: 21 yrs, 7 mos

Area: **Reading**
Basic reading/decoding; reading comprehension; reading speed;

*Summary:

| | | |
|-----|---|---|
| 11. | The next item on the menu is the Summary of Performance Recommendations page. | The information keyed in this section will be based on the goals and summary of performance areas filled in previously. |
|-----|---|---|

Summary of Performance Recommendations

Student Plans By cmERDC

Lia M Chi
Student ID: 400018
School: High School

Grade: 12
Age: 21 yrs, 7 mos

Recommendations

Post Secondary Education and Training
Optionally, choose an available Template: [dropdown] Append Template
fsdsd fsdfsdf
SOP Recommendation Template 1
SOP Recommendation Template 2

Employment
Optionally, choose an available Template: [dropdown] Append Template
f dsfsdfsdfsdf

Independent Living (where appropriate: recreation and leisure, community participation, home living)
Optionally, choose an available Template: [dropdown] Append Template
sdfsdfsdfsdf

| | | |
|-----|---|--|
| 12. | The next item on the menu is the Student Input page | This section is optional and can be modified in the document section elements. |
|-----|---|--|

Student Input

Student Plans

By cmERDC

Lia M Chi
Student ID: **400018**
School: **High School**

Grade: **12**
Age: **21 yrs, 7 mos**

Student Input

How does your disability affect your schoolwork and school activities (such as grades, relationships, assignments, projects, communication, time on tests, mobility, extra-curricular activities)?

In the past, what supports have been tried by teachers or by you to help you succeed in school (aids, adaptive equipment, physical accommodations, other services)?

Which of these accommodations and supports has worked best for you?

Which of these accommodations and supports have not worked?

What strengths and needs should professionals know about you as you enter the postsecondary education or work environment?

13. The next item on the menu is the Check Completeness page


Summary of Performance Completeness Check
Student Plans

Lia M Chi
 Student ID: **400018**
 School: **High School**

Grade: **12**
 Age: **21 yrs, 7 mos**

| | | Section | Messages |
|----------------------|---|-------------------------|---|
| Edit | ✓ | SOP Information | Complete |
| Edit | ✓ | SOP Student Information | Complete |
| Edit | | Goals | Missing all Goals. |
| Edit | ✓ | Summary of Performance | <p>Warning only: Summary for Reading is missing. Summary for Math is missing. Summary for Learning Skills is missing. Summary for General Ability and ProblemSolving is missing. Summary for Attention/Executive Functioning is missing. Summary for Communication is missing. Summary for Social SKills and Behavior is missing. Summary for Independent Living Skills is missing. Summary for Environmental Access/Mobility is missing. Summary for Self-Determination/Advocacy is missing. Summary for Career-Vocational/Transition/Employment is missing. Summary for Additional import considerations is missing.</p> |
| Edit | | Recommendations | Missing all Recommendations. |
| Edit | ✓ | Student Input | Complete |

| | | |
|-----|----------------------------|---|
| 14. | Select Print SOP from menu | This will display the SOP in a PDF format. Select print when ready. |
|-----|----------------------------|---|

| | | |
|---|---|--|
|  | cmERDC Public Schools X 3550 Lexington Ave Arden Hills, MN 55112 | SUMMARY OF PERFORMANCE (Correct) |
| Student Information | | |
| Student Lia M Chi | Date Of Birth 7/31/1988 | |
| School High School | Exit Date 6/1/2010 | |
| Address 9302 E Des Moines St Anytown CA 92653 | Phone 714-555-6914 | |
| SOP Information | | |
| Completed By George Administrator | ReportDate 4/21/2010 | |
| Title District Administrator | Phone 444-3333 | |
| Email George@erdc.k12.mn.us | | |
| IEP Plan Information | | |
| Last IEP 3/28/2010 - 4/2/2010 | | |
| Disability Physically impaired | | |
| Instructional Setting Resource room (SpecEd Service 21% to 60%) | | |

| | | |
|-----|--|--|
| 15. | After the plan has been finalized, the option to create another SOP is not available | |
|-----|--|--|

| |
|------------------------|
| Summary of Performance |
|------------------------|