

Procedural Update

Completing the Summary of Performance

Prior to the student receiving a high-school diploma or reaching the maximum age for services, a Summary of Performance (SOP) is required to be completed. The SOP is provided on the last day of school attendance.

1. Complete the following documents:
 - Summary of Performance
 - Prior Written Notice, attach PWN to Summary of Performance
 - Complete an Exit event in the on-line system after locking the Summary of Performance (Locking the SOP creates an Exit packet.)
2. Mail or hand deliver the documents, along with a copy of the Notice of Procedural Safeguards and the latest Triennial IEP, to the:
 - Student, if student is of majority age (18 years old) and is not under conservatorship; **or**
 - Parent, if student is not of majority age or is under conservatorship.
3. Maintain a copy of the SOP and Prior Written Notice in the student's special education container.

DIRECTIONS FOR COMPLETING SECTIONS 1-5

(The Summary of Performance forms can be found in the on-line system as a packet.)

SECTION 1: STUDENT INFORMATION

- Complete all in this section

SECTION 2: ASSESSMENT REPORTS

- Staple the student's most recent assessment reports to the SOP final hard copy. These reports must include the following:

Academic

Psychological

Designated Instruction and Service

Vocational

Other (assessments that will provide the student information to assist with transition must also be attached, as appropriate)

In addition, the following should also be stapled to the SOP:

- Person Center Plan (if appropriate)
- Behavior Support Plan or Behavior Intervention Plan (if appropriate)
- Transition Plan

Review the student's current **Transition Plan** and update information for the areas listed below.

The goals in these areas should identify the post-secondary environment the student intends to transition into after receiving the high school diploma or reaching the maximum age for special education services. This section should also include any essential accommodations, modifications, assistive technology or general areas of need that the student will require to be successful in a post-high school environment, including higher education/instruction, employment and community experience.

Agency Linkages- Selected in plan.

Employment- Include information about student's employment goals, job interests, and any recent work experience.

Instruction-Include information about student's personal learning style(s) to enable student to be a successful learner and worker

Community Experience- Include, as appropriate, information regarding independent living and financial/economic stability.

SECTION 3: SUMMARY OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

Present Level of Performance

Summarize the student's present levels of performance (to include academic achievement and functional performance) for all of the areas listed below. Information should include the student's current functioning, strengths, abilities, interest, and needs in subject and skill areas. If an area was not marked on the IEP as an "Area of Concern," indicate a statement that describes the student's level of performance such as: *the student is performing at grade level, the student is performing at an age-appropriate level, the student has mastered skills in this area, etc.*

Academics (to include reading, written language and math).

Communication

Motor Skill

Social/Emotional/Behavior Skills

Pre-Vocational/Vocational

Self-Help Skills

Health

Accommodations and/or Modifications connected with Present Levels

List any accommodations and/or modifications that were essential for the student to make progress. If none are needed, indicate that none are needed in the space provided.

SECTION 4: RECOMMENDATIONS OF ACCOMMODATIONS, SUPPORTS AND RESOURCES

List any accommodations, supports or resources that were essential for the student to make progress. If none are needed, indicate that none and needed in the space provided.

SECTION 5: EXIT SUMMARY COMPLETED BY

Complete all in this section.

Student **Email Address** field

- Enter student Email, if the Email is unavailable enter Unknown.

The student's name should be listed on the top of every page.

See Procedural Manual Chapter 25.3 for additional information