Adding Action Step Progress Notes to Your LEA or School IAP

When to Consider Adding Action Step Progress Notes*

- ✓ When completing a mid-year review to monitor progress of the implementation of the IAP
- ✓ When a significant change to an action step is needed due to updated data
- ✓ When checking for alignment to your current needs which may have changed since the plan was created
- ✓ When adjustments are needed due to a significant event occurring such as a pandemic
- ✓ When reviewing required programmatic and funding components (i.e. to document a required parent engagement activity has been completed)
- ✓ When completing an end of year review

*Requirements vary by program area and will be communicated by your program specialists.

How to Add Action Step Progress Notes

Within the Planning Tool in GME, there is a feature for adding progress notes to each action step.

1. Once your IAP is in "School Edit Plan" mode or "LEA Edit Plan" mode you will have the ability to click on "Add Action Step Progress Note" (highlighted yellow in the screen shot below) within each action step of your plan.
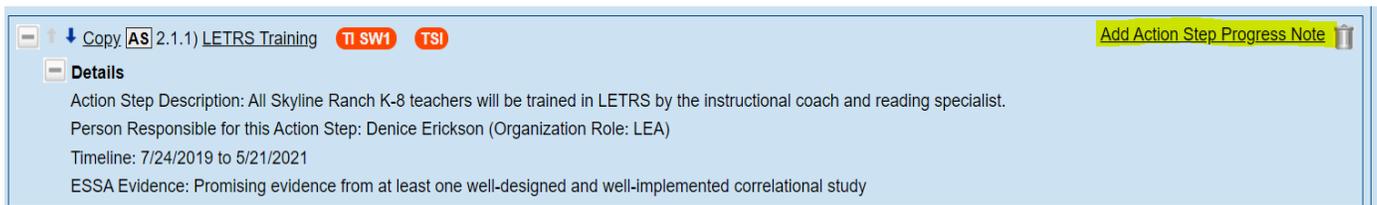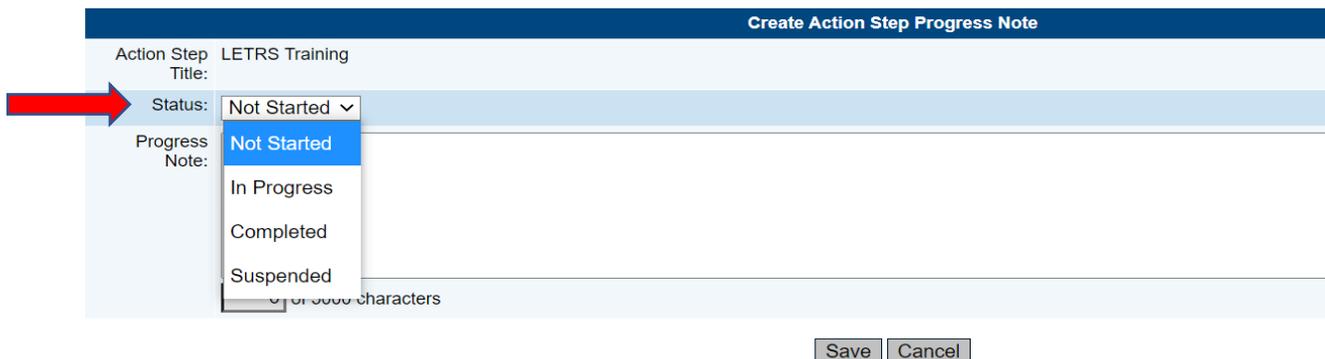

2. A new window will open. Select the appropriate current "Status" of the action step from the drop-down menu: Not Started, In Progress, Completed, or Suspended.

3. Add pertinent information into the Progress Note box as needed to document the progress, completion, or change to the action step.

Action Step Title:	LETRS Training
Status:	Completed ∨
Progress Note:	
	0 of 5000 characters

Save Cancel

4. Click "Save."