A Guide to Writing Better Student Progress Reports
Student Progress Reports

**SPR reports must include:**

- Activities and the results of the work
- Success and or challenges experienced during activities
- Progress made and/or regression experienced
- Problems or concerns
- How activities were delivered
- Amount of support required
- WBLE progress updates gathered from site visits and direct feedback from the worksite supervisor
Activities & Results

What did they do?
Which activity or activities did you select from the approved activities list?

How did it go?
Describe the experience in terms of successes, challenges, progress & regress.
Success, Challenges, Progress & Regress

Success
- What did the student do really well?

Challenges
- Where does the student struggle?

Progress
- Has there been any improvement since the last activity?

Regress
- Are there areas the student was doing well in, but now they aren’t?
<table>
<thead>
<tr>
<th>Problems &amp; Concerns</th>
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</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
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<tr>
<td>What does the student hope to get out of or accomplish because of this experience?</td>
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</tbody>
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How & How Much?

How?

- What sort of worksite were they at? Was it retail? A community garden?
- What kinds of supports did they receive?
- Did the ES provide all the supports? Was there a coordinator or mentor onsite to help?
- How many hours did they spend there?
- Was it a one-on-one experience? Or were multiple students participating?

How Much?

- How much support did they need?
- Who provided it?
- Was it inline with their tier designation?
- Will they need more or less next time?
- Was the student able to fully participate with the amount of support they received?
Get More Help

Visit Rehabworks.org for printable resources for this and other Transition Youth Programs

<table>
<thead>
<tr>
<th>If you need...</th>
<th>Then contact</th>
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</thead>
<tbody>
<tr>
<td>REBA Support</td>
<td><a href="mailto:REBA@vr.fldoe.org">REBA@vr.fldoe.org</a></td>
</tr>
<tr>
<td>Contract or Billing Assistance</td>
<td><a href="mailto:Cacetha.Sims@vr.fldoe.org">Cacetha.Sims@vr.fldoe.org</a> (850)245-3373</td>
</tr>
<tr>
<td>Program Assistance</td>
<td><a href="mailto:VRTransitionYouth@vr.fldoe.org">VRTransitionYouth@vr.fldoe.org</a></td>
</tr>
<tr>
<td>Provider Liaisons</td>
<td><a href="mailto:Jennifer.Powell@vr.fldoe.org">Jennifer.Powell@vr.fldoe.org</a></td>
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