



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SUPPLEMENTAL EDUCATIONAL SERVICES

School-wide Progress Monitoring Plan

State law requires a Progress Monitoring Plan (PMP) when a student is functioning below grade level and is not on track for promotion. Refer to the *Student Progression Plan* for the desired student performance level for grades K-2. The desired level of performance for grades 3-12 for reading, math, and science is level 3; for writing it is a minimum score of 4.

SCHOOL	PRINCIPAL	DATE
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SCHOOL-WIDE DIAGNOSTIC INSTRUMENTS

READING	
MATH	
WRITING	
SCIENCE	

SCHOOL-WIDE STRATEGIES AND INTERVENTIONS

Strategies and interventions are determined by the diagnostic assessments.

READING	
MATH	
WRITING	
SCIENCE	

FREQUENT MONITORING

State law requires that schools provide for frequent monitoring to take place after assessments and diagnostic tests throughout the year. List dates below when monitoring was done.

DATE	DATE	DATE	DATE
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END OF YEAR REVIEW

Each student who has been below grade level will have the Student Progress Monitoring Plan (PMP) reviewed at the end of the school year. It will be determined if the student has been successfully remediated, will need special services, or require a PMP the following year.

Signature of Teacher

Date

OPTIONAL SECTION

Parents should be aware that their child is being monitored by a PMP. Complete this section if the School-wide Progress Monitoring Plan is given to a parent during a parent conference.

The School-wide PMP has been provided to the parents of _____ on _____
Student Name *Date*

Signature of Teacher

Date

Signature of Parent

Date

DIRECTIONS FOR PROGRESS MONITORING PLANS (PMPs)

Students scoring below grade level on local or state assessments must be monitored and provided with interventions. There are two state approved methods to document monitoring of students who meet this criteria:

INDIVIDUAL PLANS

Individual plans can be completed for any and all students who are functioning below grade level. *Student Progress Monitoring Plan for Grades 1-5 (PBSD 1739)*, *Student Progress Monitoring Plan for Kindergarten (PBSD 2415)* and *Student Progress Monitoring Plan for Grades 6-12 (PBSD 1687)* have been revised to reflect current diagnostic instruments, strategies and interventions:

- Complete the form with the strategies and interventions that you will use to remediate each student
- Make every effort to meet with or speak to the parent.
- PMPs can be given to students to take home or mailed home to obtain parent/guardian signatures.
- Document attempts to inform parents.
- Each teacher should/must keep these forms in their classroom.
- Periodically, after assessments are completed, the teacher should review the form and make changes, as necessary.
- At the end of the year, the teacher should review the plan and the student's progress and determine if a PMP is necessary for the following school year. This should/needs to be indicated on the PMP.

SCHOOL WIDE PLANS

A school wide plan can be created which indicates the diagnostic tools, strategies and interventions that will be used this school year. This plan can be used at all grade levels. This template for a school-wide plan, *School-wide Progress Monitoring Plan (PBSD 2218)*, is located on the *Records Management Electronic Forms web page*. The web page address is <http://www.palmbeachschools.org/Forms/Index.asp> If your School Improvement Plan lists diagnostic tools, strategies and interventions, it can be used as the school-wide plan.

- Complete the school wide plan with the school's diagnostic tools, strategies and interventions.
- Provide copies of the completed form to all teachers.
- Have your data processor generate a list of students who are eligible for a PMP.
- Teachers of eligible students should be aware of their students who need to be provided a PMP. They should make sure that what they plan to do to remediate these students is listed on the school wide form.
- Teachers should make every effort to make parent contact (see suggested methods in the section on individual plans).
- Document attempts to inform parents.
- Periodically, after assessments are completed, the teacher should review the plan and document changes being made to ensure that every effort is employed to remediate the student.
- At the end of the year, the teacher should review the plan and each student's progress and determine if a PMP is necessary for the following school year.