**How to Prepare for and How to Conduct a Progress Monitoring Meeting**

**Preparing for the Progress Monitoring Meeting: Creating and Saving the Progress Monitoring Report – Need to decide who will do this for the team**

1. Select the ***Screening, Progress Monitoring & Interventions*** link under either STAR Reading Enterprise or STAR Math Enterprise.
2. Select the ***Progress Monitoring*** link under *Reports* on the left side of the screen and the *Report Options* screen will appear.
3. Select the ***Groups*** link in the center of the screen and the list of groups will appear.
4. Select the groups needed for the upcoming progress monitoring meeting. If second grade will be meeting, select the second grade intervention groups. Click ***Save Selection*** and the *Report Options* screen will appear.
5. Select ***View Report*** and the *Student Progress Monitoring Report* will appear. A two page report for each of the students in the groups selected will appear. The students will be in alphabetical order.
6. Save this report to your computer and project and view the saved report during the progress monitoring meeting to facilitate discussions.

**Note:** Projecting the saved report during the team meeting will allow you to work within the STAR program revising goals, moving students from Tier 2 to Tier 3 groups, checking the reading diagnostic reports to see the amount of time taken by the student to complete assessments, etc. during the meeting while swapping back to the saved report for efficient use of time during the meeting.

Best practice may be to create a reading progress monitoring folder and a math progress monitoring folder on the computer for storing the monthly progress monitoring reports for each grade.

**Conducting the Progress Monitoring Meeting**

1. Each teacher should bring the Student Intervention Documentation (SID) forms for each of their students to the meeting and should record the team recommendations in the designated column.
2. If the team is to discuss both math and reading progress monitoring data, decide which data will be reviewed first and begin.
3. Review the PM data for each student being sure to compare the ***Expected Growth Rate*** with the achieved ***Growth Rate****.*
4. If the ***Growth Rate*** is not near the ***Expected Growth Rate*** after 8 or more progress monitoring data points have been graphed, begin to problem solve as to why the progress is not what it needs to be for the student.
   1. What variables should be considered?
   2. What steps can be taken to improve student outcomes?
5. If the Scale Score goal has been achieved, determine next steps for the student.
   1. Set a new goal based on the student’s current level of performance if the original goal did not result in grade-level proficiency (benchmark performance?)
   2. Reduce the intervention support (move to a lower tier in the model?)

A note about score fluctuations: Remember that the STAR scale is from 1-1400 and the standard error of measure needs to be considered as you think about score “fluctuation”. While comparing any two scores might not be too valuable, seeing the trend created by multiple scores IS valuable!