

INSTRUCTIONS FOR COMPLETING THE SUMMARY OF PERFORMANCE FORM

PURPOSE:

The Summary of Performance is required under the reauthorization of the Individuals with Disabilities Education Act of 2004. The language as stated in IDEA 2004 regarding the Summary of Performance is as follows:

For a child whose eligibility under special education terminates due to graduation with a regular diploma, or due to exceeding the age of eligibility, the local education agency “shall provide the child with a summary of the child’s academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child’s postsecondary goals” Sec.300.305(e)(3).

The Summary of Performance **must** be completed for **all** students with disabilities graduating from high school. The completion of this form may require input from several school personnel including but not limited to: the ESE teacher, regular education teacher, school psychologist or related services personnel.

The timing of completion of the Summary of Performance may vary depending on the student’s postsecondary goals. If a student is transitioning to higher education, the Summary of Performance, with additional documentation, may be necessary as the student applies to a college or university. Likewise, this information may be necessary as a student applies for services from state agencies such as Vocational Rehabilitation. In some instances, it may be most appropriate to wait until the spring of a student’s final year to provide an agency or employer the most updated information on the performance of the student.

The original completed Summary of Performance should be mailed along with the exiting document, Notice of Change of Placement (for regular diploma, special diploma or certificate of completion). A copy of this form should be placed in the student’s cumulative folder (red folder) and sent to Central Files. The Department Chair of each school will be responsible for ensuring that the Summary of Performance is completed and sent to the student.

SECTION I: STUDENT INFORMATION

Complete student’s full name and date of birth.

SECTION II: SUMMARY OF ACADEMIC ACHIEVEMENT

List the student’s present level of academic achievement (reading, math, spelling, language, and/or learning skills). This information may include data from transcripts, report cards, reports of standardized test results, and reports of progress toward meeting

IEP goals. The student and his or her family should have a clear understanding of the skills the student has mastered thus far (academically).

SECTION III: SUMMARY OF FUNCTIONAL PERFORMANCE

Place a check to indicate the student's current level of functional performance as a strength or a need. Strength indicates that the student is functioning independently with no assistance. (You may make a comment on the strength to clarify the student's specific current functional behavior for each area). If the student has a need, list the current accommodations, modifications and/or assistive technology essential in assisting the student in achieving progress in the areas of Career-Vocational/Transition/Employment, Environmental Access/Mobility, Independent Living Skills, Self-Determination/Self Advocacy Skills, Social Skills and Behavior and Communication Skills. The student and his or her family should have a clear understanding of the functional behavior skills the student has mastered thus far. Please indicate any additional considerations such as medical, family, and/or other that impacts the student's current functional performance.

SECTION IV: RECOMMENDATIONS TO ASSIST THE STUDENT IN MEETING POST-SECONDARY GOALS

This section is for recommendations essential to the student meeting their postsecondary goal(s)/vision statement. Based on the academic achievement and functional performance needs, list the essential accommodations, adaptive devices, assistive services, and support services that will provide access in the following post-high school environments (only complete those relevant to the student's postsecondary goal(s)/vision statement).

The teacher completing the form must sign, provide the date the form was completed, the school's name and the school's telephone number.

The student must review and agree with the content of the Summary of Performance prior to signing and dating the form.

If you have any questions or concerns with the completion of the Summary of Performance, please contact Melinda Poe at 469-5557 or email me at mpoe@escambia.k12.fl.us.

