



GEORGIA PROFESSIONAL STANDARDS COMMISSION

GUIDELINES AND INSTRUCTIONS FOR THE PREPARATION OF PROGRESS REPORTS

An institution, agency or school system Progress Report is part of the evidence the Evaluation Review Panel (ERP) and the Professional Standards Commission (PSC) uses to determine state approval status of professional education units and preparation programs. The professional education unit head must submit Progress Reports as scheduled by the Commission to address areas for improvement or unmet standards cited in a BOE Report resulting from an on-site approval review or an electronic review of program approval requests. The Progress Report describes corrective actions planned and implemented by the professional education unit.

Guidelines and Instructions for Preparation of the Progress Report

1. The Progress Report serves as the mechanism for the professional education unit to formally state its progress toward correcting areas for improvement or unmet standards cited by the BOE Team. PSC decisions with a Progress Report requirement state the date the report is due. This requirement is communicated to the institution, agency or school system in a letter from the Executive Secretary to the Commission.
2. Professional education units must submit Progress Reports using the report format on page three of this document.
3. Include within the Progress Report any supporting documentation necessary to substantiate progress toward correcting areas for improvement or unmet standards.
4. If corrective actions have been planned but not implemented, the professional education unit should state a description of the changes or new procedures and when they will be implemented. Limit responses to 200 words.

5. If corrective actions have been implemented, the professional education unit should provide a brief description of the changes or new procedures and provide any supporting evidence or performance data resulting from the implementation of those changes or procedures. The performance data must be summarized and presented in table format.
6. Change the footer to include the name of your institution, agency or school system and the date you will submit the report to the PSC.
7. The Progress Report, including all supporting documentation, must be submitted in electronic format. Acceptable file formats include Microsoft Word (.doc or .docx) or Adobe Reader (.pdf). E-mail your Progress Report as an attachment to an E-mail message to your assigned Education Specialist. **Enter the following text in the E-mail message subject line:** “(Name of Institution or Agency) Progress Report due (Date)”.
8. Upon receipt, the assigned Education Specialist will review the Progress Report to determine if it is complete and ready for review by the Evaluation Review Panel. If the staff determines that the report does not meet PSC specifications for content or format, the report will be returned to the institution or agency for corrections and/or clarification.

If you have questions or need assistance, contact your assigned Education Specialist.

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SAMPLE PROGRESS REPORT

DUE DATE:

Institution/Agency:

Standard	BOE Finding	Programs	Area for Improvement	Corrective Action Planned or Implemented	Supporting Evidence / Documentation
1	M*	Program Name	Copy Area for Improvement directly from BOE Report SAMPLE: The unit does not ensure that candidates know math and science content as required by PSC ECE content standards.	SAMPLE The course ECE 3200 which combines Math and Science Content for Education candidates is being split into two courses. Field Experience evaluations will be expanded to include areas where candidates will indicate which content they are teaching; observers will rate the teaching of content in multiple items. Student teaching evaluations will be revised to include more items dealing specifically with the teaching of content.	Include in this column data or references to subsequent pages in this document. SAMPLES: Proposed course syllabi are included on pages 2-20. New FE evaluation forms are on pages 21 - 25. New ST evaluation forms are included on pages 26 - 20.