



*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?

# Problems & Concerns

## Goal

What does the student hope to get out of or accomplish because of this experience?

## Activity

What sorts of actions and tasks will make up the experience?

## Problem or Concern

Are there complications preventing the student from being successful?

## Solution

What could help resolve the issues the student is experiencing?

# 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](https://Rehabworks.org) for printable resources for this and other Transition Youth Programs

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