



# Documenting Progress



**REGION XIII**  
**EDUCATION SERVICE CENTER**

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## **DOCUMENT PROGRESS**

When you consult with a student's program, you must keep a record of the date and content of your intervention. Any format will suffice, except when working with the birth-3 age group. These records require specific information and must be sent to the ECI program for their permanent files. Students who receive direct service from you will have a progress report, which will be due at the same time the report card is sent home for that campus.