

SUMMARY OF PERFORMANCE (SOP)

Instructions

Purpose

This form is used to comply with the requirement for a “Summary of Performance” in IDEA 2004 to provide essential information to students who are graduating with a general education diploma or certificate of completion, or who are leaving school because they exceed the age of eligibility. It shall provide the student with a summary of his/her academic achievement and functional performance including recommendations on how to assist the student in meeting post-secondary goals.

This form should be completed by someone who knows the student well. In most cases, this would be the person listed on the IEP as the one responsible for the implementation of the IEP.

Directions

1. Complete the top portion of the form. Indicate whether the student will be receiving a regular high school diploma or a certificate of completion, as well as the expected date of completion.
2. **Assessment Data and Academic Achievement** – List the most recent and pertinent testing and academic achievement data. This may include results on the most recent state or district assessments, college entrance examinations (e.g. SAT, ACT), special education evaluations, accomplishments and any honors or awards. List accommodations, modifications and assistive technology needs that were essential to assist the student to achieve maximum progress.
3. List the student’s post-secondary goals from the most current IEP/Transition Plan in the areas of **Career/Employment, Post-Secondary Education/Training, Adult Living and Community Participation**.
4. Address the student’s present level of performance in each post-secondary goal area. Be specific and thorough enough for it to be a valuable source of information to the student and to other potential recipients.
5. Make recommendations in each post-secondary goal area that will assist the student in being successful in the respective areas. Include essential accommodations, modifications and assistive technology needs.
6. Both the student and the preparer should sign and date the Summary of Performance. This verifies who completed it and serves as a record of the student’s receipt of a copy.
7. The Summary of Performance is a final record of the student’s performance in the educational setting. Besides having his own copy, the student may choose to give copies to potential employers, public agencies and colleges or universities. The Summary of Performance should be thorough, functional, informative and professionally written.