

Summary of Performance (SoP) Guidance



Procedural Requirement

“A public agency must provide the child with a summary of the student’s academic achievement and functional performance, which shall include recommendations on how to assist the student in meeting the student’s measurable postsecondary goals.”

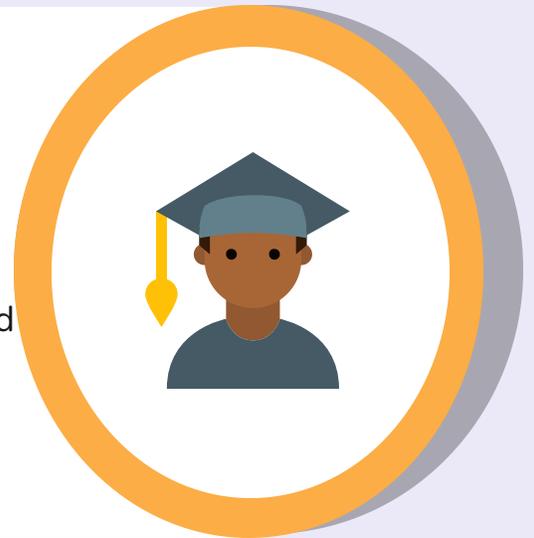
– Federal Register Vol. 71 No. 156 300.305(e)(3)

Who Needs a Summary of Performance?

The SoP is required for students with an Individualized Education Program (IEP) who:

- Graduate from high school with a regular diploma
- Exit high school due to reaching the maximum age (21)
- Complete a High School Equivalency Diploma (HSED) within a Department of Public Instruction (DPI) approved General Education Development Option #2 (GEDP #2) program

Note: Students who drop out of school are not required to receive a SoP.



When to Provide the SoP to the Student?

The summary of performance must be provided at a reasonable point prior to graduation or ending of their Free Appropriate Public Education (FAPE). It is not necessary to conduct an IEP Team meeting to develop the SoP but the SoP could be given to the student at an IEP meeting or at an exit interview.

What Form Should be Used?

The form selected is a district decision. The district can either elect to use the Best Practice Summary of Performance document or the P3/P4 (Notice of Graduation or Ending Services due to age). Refer to 'A Guide to Developing a Best Practice Summary of Performance' and 'Notice of Graduation' resources.



Summary of Performance (SoP) Resources

A Summary of Performance (SoP) synthesizes and organizes information from the IEP and evaluations including data on performance in academic and functional areas. The SoP includes recommendations that follow the student into adulthood.



Forms



[Summary of Performance Best Practice Form](#)

[DPI P3 "Notice of Graduation" Form Guide](#)

[DPI P4 "Notice of Ending Service Due to Age" Form Guide](#)



Resources and Examples



[A Guide to Developing a Summary of Performance](#)

[Notice of Graduation Charts](#)

[Sample SoP using Notice of Graduation P3 Form](#)

[Sample SoP using Best Practice SoP Form](#)

A well-crafted SoP is essential in providing an overview of the student's abilities, achievements, and challenges so that the reader knows the student well.

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