A Checklist for Improving Your Annual Performance Report for Indicator 13*

*Percent of youth aged 16 and above with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will reasonably enable the student to meet the postsecondary goals. (20 U.S.C. 1416(a)(3)(B))

Prepared by:

National Secondary Transition Technical Assistance Center
May, 2007

*This document has been vetted by the Office of Special Education Programs
### Overview of the Annual Performance Report Development

1. Did you describe the process your state used to develop the APR? Yes  No

2. Did the description include how and when your state will report to the public on the:

   a. Progress and/or slippage in meeting the “measurable and rigorous targets” found in the SPP? Yes  No

   and

   b. Performance of each local education agency located in your state on the targets in the SPP? Yes  No

### FFY and Measurable and Rigorous Target

Did you insert the federal fiscal year for which data are being reported? Yes  No

1. Did you insert the “measurable and rigorous target” for the FFY? (Note: Since I-13 is a compliance indicator, this must be 100%) Yes  No

### Actual Target Data for (insert FFY)

1. Did you provide the overall percent of youth aged 16 and above with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will reasonably enable the student to meet the postsecondary goals? Yes  No

2. Is the overall percent for individual youth with IEPs? Yes  No

3. Did you provide the raw data for both the numerator (number of youth with compliant IEPs) and denominator (total number of youth aged 16 and above with IEPs reviewed) used in your calculation? Yes  No

7/24/07
4. Did you describe the method used to collect these data?  
   Yes  No

5. Did you describe the results of the calculations and compare the results to the targets?  
   Yes  No

6. Did you include a copy of your checklist questions/criteria you used to collect your data?  
   Yes  No

7. Did you include item-by-item results for each checklist questions/criteria (including the raw data for the numerators, denominators, and percents for each item)?  
   Yes  No

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Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for (Insert FFY)

1. Did you describe the improvement activities implemented during the FFY and progress on meeting the target?  
   Yes  No

2. Did you describe any improvement activities that include connecting with the National Technical Assistance and Dissemination Centers (e.g., National Secondary Transition Technical Assistance Center)?  
   Yes  No

3. Did you describe your improvement activities as connecting to Indicators 1 (graduation), 2 (dropout), and/or 14 (post-school outcomes)?  
   Yes  No

4. Did you describe how you knew your improvement activities did/did not relate to progress on meeting the target?  
   Yes  No

5. Did you describe any slippage (e.g., lack of progress on the target, improvement activities not completed) that has occurred?  
   Yes  No  N/A

6. If slippage occurred, did you describe how your state plans to address the slippage through adjustments or improvements made in state programs, policies, and/or  
   Yes  No  N/A
7. If necessary, did you provide detailed information about the timely correction of the noncompliance noted in OSEP’s review of the previous APR?  

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<th>Yes</th>
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<th>8. If your state did not correct the previous noncompliance, did you:</th>
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a. Provide information regarding the nature of the continuing noncompliance?  

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b. Provide information about improvement activities completed (e.g., review of policies and procedures, technical assistance, training)?  

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<th>Yes</th>
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c. Describe any enforcement actions that were taken?  

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<th>Yes</th>
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9. Did you report data so that personally identifiable information about individual children was not included?  

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**Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for (Insert FFY)**

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1. Did you provide information on revised targets, improvement activities, timelines, or resources?  

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2. If yes, did you justify your revisions?  

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