



Summary of Performance Checklist

Use this checklist as a guide when developing a Summary of Performance (SOP) for a student.

- The student's SOP is completed during their final year of high school.
- The SOP includes the student's demographic information and identified disability.
- All available assessment results, both formal and informal, are described in understandable terms within the SOP and are also attached to the SOP.
- The SOP lists the student's most recent measurable postsecondary goals (MPSGs).
- The SOP includes present levels of performance for the academic content areas, including reading, math, and written language.
- The SOP includes present levels of performance for the cognitive areas, including general ability and problem solving, attention and executive functioning, and communication.
- The SOP includes present levels of performance for the functional areas, including social skills and behavior, independent living, environmental access/mobility, self-determination/self-advocacy skills, career/vocational/transition, and any other additional considerations that are based on clearly described assessment results.
- The SOP includes suggestions for any essential accommodations, assistive technology, and/or supports the student will need.
- The SOP includes a recommendations section that lists suggestions for future accommodations, services, adaptive devices, and supports that would enhance the student's access and participation in each MPSG area.
- Each recommendation includes contact information for the person or agency that the student will need to contact related to that MPSG.
- The student completes the Student Input section.
- The student is involved in the creation of the entire SOP.
- The language in the student's SOP is positive and person-centered.
- The SOP is written in a way that employers, agencies, postsecondary institutions, families, and the student can easily understand it.
- The IEP team reviews the SOP at the student's exit IEP meeting, provides final transition information, and sets the date to formally end the student's special education services.

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