**GOAL BENCHMARK TOOL**

This tool is intended to assist IEP teams in writing and benchmarking measurable annual goals and can also be used for progress monitoring. Examples of benchmarked goals are available on the ***START website*** to assist in writing and benchmarking annual goals.

1. Review the PLAAFP Worksheet and list of supplementary aids and services and select at least 3 goal areas (e.g. independence, engagement, socialization, communication, behavior). Select goals in need areas that:
   1. Occur across time and/ or locations
   2. Most impact access and progress in general education
   3. Require specialized instruction (i.e. special education).

Write the goal areas in the shaded section of the Goal Benchmark chart below.

1. Review the information in the PLAAFP Worksheet for each identified area and describe the baseline data for that goal area in the baseline column of the Goal Benchmark chart.
2. Write a clear and measurable annual goal for each area that is realistically achievable by the end of the school year. Write the goal in the following format:
   1. UTILIZING <indicate the tool, support, strategy, system, or evidence-based practice to be assist the student in performing the skill>
   2. BEHAVIOR <indicate the observable behavior you will measure>
   3. CONDITION <indicate with whom, in what environments, under what the conditions the behavior is to be performed>
   4. CRITERIA <indicate what level, amount, number of times must be achieved to have met the goal>
3. Once baseline data and the annual goal are written, begin to benchmark the goal for quarterly review. Benchmark considerations include:
   1. Attempt to ensure that improvements are equal across quarters, but enough to be socially relevant;
   2. Change only one variable at a time across benchmarks (e.g. prompt level, location, people)
   3. Be sure to write all levels in the same verb tense.

**GOAL BENCHMARK CHART**

**Student (DOB):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Progress** | **Goal Area 1:** | **Goal Area 2:** | **Goal Area 3:** |
| **0**  **BASELINE** |  |  |  |
| **+1**  **End of 1st Quarter** |  |  |  |
| **+2**  **End of 2nd Quarter** |  |  |  |
| **+3**  **End of 3rd Quarter** |  |  |  |
| **+4**  **Annual Goal** |  |  |  |