**SUMMARY OF PERFORMANCE (SOP)**

**WHAT IS AN SOP?**

The Summary of Performance (SOP) is a document which summarizes the student’s academic achievement and functional performance; the student’s post-secondary goals; and recommendations to assist the student in meeting those post-secondary Goals.

**WHO RECEIVES AN SOP?**

Students who are graduating from secondary school with a regular diploma, or are leaving due to exceeding the age eligibility for a free appropriate public education (end of school year in which they turn 21) receive an SOP. The SOP should be completed in the last year of high school; however, it may be started at any time and provided to the students before they exit.

* ***ODE recommends that school districts also provide an SOP to students who are graduating with a modified diploma, extended diploma and or alternative certificate.***

**IS THERE A FORM I SHOULD USE?**

An approved ODE form or other recognized form that includes all the required components should be used.

<http://search.ode.state.or.us/results.aspx?k=sop+form>

**WHY SHOULD I COMPLETE THIS FORM?**

The school district is required by federal law to provide the student with a summary of the **student’s academic achievement and functional performance, including recommendations on how to assist the student in meeting the student’s postsecondary goals.** In addition, the SOP will assist and promote success for the student when they provide the postsecondary school, agency, or work place with a summary of what the student has done in high school, his postsecondary goals, and recommendations from the district on how to assist the student in meeting their postsecondary goals.

**WHO WRITES THE SOP?**

The SOP may be developed by an IEP team, the teacher, or a Youth Transition Program specialist with input from the student. Work on the SOP can take place at the IEP meeting, during a transition class, in an English class or 1:1 with a counselor.

**WHAT IS THE ACADEMIC ACHIEVEMENT?**

This can be taken directly from the student’s Present Levels of Academic Achievement and Functional Performance (PLAAFP). Examples of academic achievement may include:

* Academic and functional strengths;
* State/district assessments;
* College entrance exams;
* Most recent special education evaluation;
* Type of diploma student received;
* Vocational or extracurricular accomplishments.

**WHAT IS FUNCTIONAL PERFORMANCE?**

Functional Performance is the life activities or skill areas in which the ability to function is significant to successful independence and/or employment. This can be taken directly from the student’s PLAAFP. Examples of functional performance may include:

* INTERPERSONAL SKILLS: The ability to establish and maintain positive personal, family and community relationships.
* MOTOR SKILLS: The purposeful movement and control of the body and its members to achieve results.
* SELF CARE: The ability to care for self and living environment.
* SELF DIRECTION: The ability to regulate behavior in a purposeful and predictable way.
* COMMUNICATION: The ability to give and receive information.
* WORK TOLERANCE: The capacity to meet the physical and psychological demands of work.
* WORK SKILLS: The capacity to learn and perform job tasks.

**WHAT ARE EXAMPLES OF RECOMMENDATIONS?**

This can be taken directly from the service page of the IEP.

* Accommodating the student’s disability in the workplace or postsecondary education setting.
* Academic or Functional interventions that were successful or unsuccessful in high school.