

## **Summary of Academic Achievement and Functional Performance (SAAFP)**

aka: Summary of Performance (SOP)

### **FACT SHEET**

#### **What is it?**

The SAAFP is a requirement that can be found in the Evaluation procedures in IDEA 2004. §300.305.(3)(e). *For a child whose eligibility under special education terminates due to graduation from a secondary school with a regular diploma, or due to exceeding the age of eligibility for a free appropriate public education under state law, the local education agency shall provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals.*

Think of the SAAFP as the culminating 'present levels' as they relate to the student's post-secondary goals. The recommendations are the activities they should do next, and the resources are who they can contact for help or services.

#### **Why do we write it?**

The purpose of the SAAFP is to provide the student with a meaningful tool to use with employers, agencies, colleges, adult service providers, and any other person or organization the student considers relevant.

The student may wish to share the SAAFP in its entirety or choose specific elements to share in a resume, cover letter, interview, or when applying for adult services.

#### **When is it due?**

The SAAFP is sent to the student when they graduate from or age out of high school. A copy is sent to the parent/guardian and also placed in the student's file. This document should be provided to the student within 60 days of issuing the NOREP.

#### **Who writes it?**

It is the special educator's / case manager's responsibility to write and send out the SAAFP, although a variety of people will likely contribute to the document (the IEP team). It is also the special educator's / case manager's responsibility to educate the student about how s/he can use the SAAFP. Most agencies and employers do not know this document exists and therefore will not ask for it. Students will need to know when and how to disclose the information contained in the document.

Best practice is to include student input and encourage their participation in developing the SAAFP. This serves as a great culminating activity, could even be incorporated into graduation projects, and fosters independence, self-awareness, and self-advocacy skills. Remember, the student will need instruction about what the document is and how they can use it once completed. Feel free to copy the brochure and distribute it to students and families.

#### **Where can I find it?**

The SAAFP and the annotated version are located on Centennial's I:\Drive, in the IEP folder, and also available on PaTTAN's website at:

<http://www.pattan.net/category/Legal/Forms/Browse/Single/?id=4db2885acd69f9c4433d0100>

#### **How do I write it?**

Please see the annotated version of the SAAFP provided by PaTTAN.

#### **Examples**

Please remember, the examples are just that—examples. Students with varying skill levels and different post-secondary goals will have different information emphasized in their SAAFP. Remember to individualize the SAAFP to make it meaningful and relevant for the student.