

2i. Monthly Special Education Service Log Procedure

- *Created 07/04*
- *Reviewed 10/2025*

The Monthly Special Education Service Log is designed to track, month by month, all disabilities services being provided to an individual child. Upon completion, the form provides evidence that the services have, or have not occurred.

1. A Monthly Special Education Service Log will be completed for each child by the Specialist and/or Teacher after each date of service and will be kept in a Special Education Services notebook in the classroom.
2. The Area Manager and/or Teacher will complete the heading and identifying information at the IEP meeting before services begin.
3. Enter the specialist's first and last name and the service provided one time.
4. Specialist and/or Teacher shall insert their initials & time in the days the services were provided.
5. If services are not provided on a scheduled day, indicate the reason according to the legend.
 - A = Child Absent
 - NS = Therapist No Show
 - S = Therapist Sick
 - L = Therapist Arranged Leave
 - T = Therapist Testing
 - E = IEP Exit
 - WD = Withdrawn
6. The original is to be sent to the Area Manager who will review and forward to the Health Coordinator. A copy will be placed in the child's site file in the Special Needs section.
7. The Health Coordinator will upload to the school district shared Google drive and forward the original to the Fiscal Specialist.
8. The Fiscal Specialist will record for In-Kind records.