

PLP Service Providers

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The Service Providers tool lists the service providers who can provide services to students based on the needs identified in the learner plan [documents](#). Providers are usually the individuals providing the services, compared to [Service Positions](#), which are roles such as speech therapist or braille instructor.

The screenshot shows the 'PLP Service Providers' page. On the left, a 'Providers Editor' sidebar lists service providers with their names in bold: 'Advisor, Kate', 'Provider, Tim', 'Tutoring Agency LLC', and 'Teacher, Sarah'. On the right, a 'Provider Detail' form is open for 'Provider, Tim'. The form fields are as follows:

Link to Person	
*Name: Provider, Tim	
Agency: Tim's Service Providing	
Address: 3254 Central Ave	
Phone: 555-555-1234	
<input checked="" type="checkbox"/>	Active
<input type="checkbox"/>	Bill Exclude

See the [PLP \(Personal Learning Plan\) Administration Tool Rights](#) article for information about rights needed to use this tool.

Existing service providers can be modified by clicking the Name of the provider in the Providers Editor, making modifications and clicking the **Save** button in the action bar. Service Providers that are active will appear in bold.

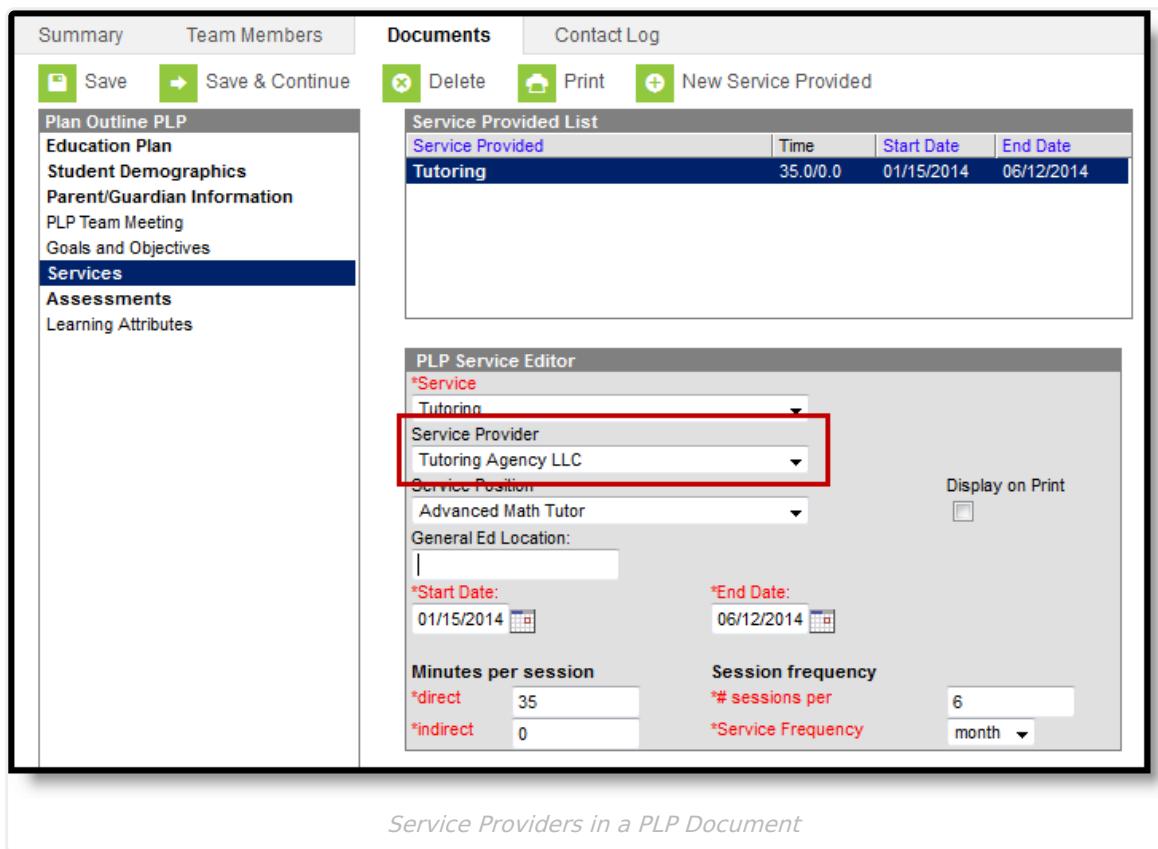
Create a New Service Provider

1. Select the **New** button in the action bar.
2. Select a name in the **Link to Person** field. Service provider records are linked to the record of the individual within [Census](#). The individuals available in this dropdown list are those who have *Special Ed* indicated on their [District Assignments](#). A School must be selected in the Campus toolbar to use this option.
3. The individual's name will appear in the **Name** field based on their Census record. Changes

can be made to the name based on how the person should be identified on IEPs.

4. Enter the name of the **Agency** with whom the provider is affiliated.
5. Enter the **Address** of the provider.
6. Enter the **Phone** number of the provider.
7. Mark the **Active** checkbox to indicate if this service provider should appear to be selected in learner plan documents.
8. Indicate if the provider should be **Excluded from Billing**. This field is not currently in use.
9. Click the **Save** button to save the service.

Service Providers are selected on Service Editors on Plans. This image shows an example of how service providers are used in PLP documents. Documents vary by state.



The screenshot shows the 'PLP Service Editor' window. The 'Service' dropdown is set to 'Tutoring'. The 'Service Provider' dropdown is highlighted with a red box and shows 'Tutoring Agency LLC'. Other fields include 'Service Position' (Advanced Math Tutor), 'General Ed Location' (empty), 'Start Date' (01/15/2014), 'End Date' (06/12/2014), 'Minutes per session' (direct: 35, indirect: 0), 'Session frequency' (# sessions per month: 6), and 'Display on Print' (unchecked). The 'Service Provided List' table shows a single entry: 'Tutoring' with Time 35.0/0.0, Start Date 01/15/2014, and End Date 06/12/2014.

Service Provided	Time	Start Date	End Date
Tutoring	35.0/0.0	01/15/2014	06/12/2014

Service Providers in a PLP Document