

Data Plan (Utah)

Last Modified on 12/14/2025 8:45 pm CST

[Education Plan](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Special Ed Services](#) | [Related Services](#) | [Other Services](#)

Tool Search: Documents

The Special Education Data Plan in Campus is used to capture student special education plan information and match the required documentation provided by the state of Utah. This document describes each editor, a description of each field on the editor, and any special considerations and instructions for using the editor and fields. For information on general functionality, navigation, and additional plan and evaluation features, see the core [Plan and Evaluation Information](#) article.

The current format of this document is the **UT Data Plan**. Plan formats are selected in [Plan Types](#).

UT Data Plan (push)

NAME	STATUS	MODIFIED BY	COMPLETED BY
Education Plan	IN PROGRESS	System Administrator 2/28/20 12:49 PM	>
Enrollment Information	IN PROGRESS	System Administrator 2/28/20 12:53 PM	>
Student Information	IN PROGRESS	System Administrator 2/28/20 12:47 PM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 2/28/20 12:47 PM	>
Special Ed Services	IN PROGRESS	System Administrator 2/28/20 12:59 PM	>
Related Services	NOT STARTED		>
Other Services	NOT STARTED		>

Editor Home for the Utah Data Plan

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the IEP meeting was held, and how student progress is reported.

This editor must be saved before entering data into other editors.

Education Plan IN PROGRESS

Plan Type

Meeting Date * **Start Date *** **End Date *** **Eval Date**

Time * **Regular Percent *** **DLM 1% ***

Editor 1 of 7

Education Plan Editor

▶ [Click here to expand...](#)

Field Name	Description	Ad Hoc or Database Name	Validation
Plan Type	The purpose of the meeting.	N/A	Initial or Review
Meeting Date Required	The day the team met.	Learner Planning > Learning Plans > meetingDate	N/A
Start Date Required	The day on which the plan begins for the student.	Learner Planning > Learning Plans > planStartDate	When a Meeting Date is selected or entered, the Start Date auto-populates to the same date.
End Date Required	The day when the plan ends for the student.	Learner Planning > Learning Plans > planEndDate	When a Meeting Date is selected or entered, the End Date auto-populates to a year from the Meeting Date minus one day.
Eval Date	The date the student was evaluated to determine if they require special ed services.	N/A	N/A

Field Name	Description	Ad Hoc or Database Name	Validation
Time Required	<p>The amount of time the student will spend in special ed services. Field options include:</p> <ul style="list-style-type: none"> • A: 1-59 minutes for grades 1-12 or full day kindergarten. 1-29 minutes for half day kindergarten. • B: 60-179 minutes for grades 1-12 or full day kindergarten. 30-89 minutes for half day kindergarten. • C: 180 minutes or more for grades 1-12 or full day kindergarten. 90 minutes or more for half day kindergarten. • N/A: The student is enrolled in pre-k. 	N/A	<p>Options available in this dropdown are in a locked Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > Plan > Time. See the Attribute/Dictionary documentation for additional information.</p>

Field Name	Description	Ad Hoc or Database Name	Validation
Regular Percent Required	The percentage of time the student will spend in regular education classes. Field options include: <ul style="list-style-type: none">• 1: At least 80% of the day• 2: 40 to 79% of the day• 3: Less than 40% of the day• N/A: The student is 5 or younger and enrolled in pre-k	N/A	Options available in this dropdown are in a locked Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > Plan > Regular Percent. See the Attribute/Dictionary documentation for additional information.
DLM 1% Required	Indicates the student has a significant cognitive disability (SCD).	N/A	Yes or No

[^ Back to Top](#)

Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment. See the [Enrollments](#) tool documentation for additional information.

The **Refresh** button retrieves a fresh copy of data from the student's Enrollment record. See the [General Information](#) section or the [Enrollments](#) tool documentation for additional information.

Enrollment Information NOT STARTED

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

Primary Disability*	Secondary Disability	Third Disability
AU: Autism		
Fourth Disability	Fifth Disability	
Special Ed Status	Special Ed Setting/Environment*	Extended School Year
	V: School Age - Regular School Setting	
Resident District Ramsey		
School Name CAT High 11	School Phone	Grade 09

District Information

District Number 1234	District Name Nebo	District Phone (888)777-4444
District Address 4321 109th, Blaine, UT 55449		
District SPED Address 124 Sped Ave NE, NEBO, UT 555999		District SPED Phone (123)456-7898

Enrollment Information Editor

▶ [Click here to expand...](#)

Field	Description	Ad Hoc or Database Name	Validation
Primary Disability <i>Required</i>	The primary disability of the student.	Learner Planning > Learning Plans > disability1	Disabilities are set up at System Administration > Custom > Custom Attribute > Enrollment > Disability 1. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Secondary Disability	The second disability of the student, if applicable.	Learner Planning > Learning Plans > disability2	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.

Field	Description	Ad Hoc or Database Name	Validation
Third Disability	The third disability of the student, if applicable.	Learner Planning > Learning Plans > disability3	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Fourth Disability	The fourth disability of the student, if applicable.	Learner Planning > Learning Plans > disability4	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Fifth Disability	The fifth disability of the student, if applicable.	Learner Planning > Learning Plans > disability5	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Special Ed Status	The student's special ed status. Option is either Yes or No.	Learner Planning > Learning Plans > specialEdStatus	Special Ed Status is set up at System Administration > Custom > Custom Attribute > Enrollment > Special Ed Status. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Special Ed Setting/Environment Required	The student's special ed educational environment.	Learner Planning > Learning Plans > specialEdSetting	Special Ed Setting is set up at System Administration > Custom > Custom Attribute > Enrollment > Special Ed Setting. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Extended School Year	Indicates if the student will participate in an extended year program.	N/A	Yes or No

Field	Description	Ad Hoc or Database Name	Validation
Resident District	The resident district of the student associated with the student's Enrollment record.	N/A	<p>This field is read only.</p> <p>This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.</p>
School Name	The name of the school associated with the student's Enrollment record.	N/A	<p>This field is read only.</p> <p>This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.</p>
School Phone	The phone number of the school associated with the student's Enrollment record.	N/A	This field is read only.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	<p>This field is read only.</p> <p>This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.</p>
District Number	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number	This field is read only.
District Name	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name	This field is read only.

Field	Description	Ad Hoc or Database Name	Validation
District Address	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address	This field is read only.
District Phone	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > Phone	This field is read only.
District SPED Address	The district special education address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address	This field is read only.
District SPED Phone	The district special ed phone number associated with the Enrolled school.	System Administration > Resources > District Information > SPED Phone	This field is read only.

[^ Back to Top](#)

Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General Information](#) section for additional information. This editor is read-only except the Home Primary Language and/or Address fields.

Student Information
IN PROGRESS
Editor 3 of 7

When a Plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
Sullivan-Kirkegaard	Penny	Elizabeth-Jane	
Age	Birthdate	Gender	Home Primary Language
6	01/01/2014	F	Akkadian
Address		Student Number	State ID
231 Washington Blvd NW Salt Lake City, UT 12345		001212131545454	000217546121231

Student Information Editor

▶ Click here to expand...

Field Name	Description	Ad Hoc or Database Name	Validation
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Age	The age of the student.	Census > People > Demographics > Age	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate	This field pulls from the Demographics tool. See the Demographics documentation for additional information.

Field Name	Description	Ad Hoc or Database Name	Validation
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Home Primary Language	The student's home primary language.	Census > People > Demographics > Home Primary Language	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This field can be modified.
Address	The student's address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field pulls from the Households tool. See the Households documentation for additional information. This field becomes a dropdown if more than one address exists for the student. The primary household displays by default.
Student Number	The student's identification number.	Census > People > Demographics > Student Number	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
State ID	The student's state identification number.	Census > People > Demographics > State ID	This field pulls from the Demographics tool. See the Demographics documentation for additional information.

[^ Back to Top](#)

Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's [Relationships](#) tool. The editor includes [Demographics](#) information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the Plan.

The **Refresh** button retrieves a new copy of parent/guardians' data. This will also return any accidentally deleted people. Manually entered fields will not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information IN PROGRESS

Editor 4 of 7

When a Plan is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

Sullivan, Elizabeth - Mother

Print Sequence Delete

Address: 231 Washington Blvd NW, Salt Lake City, UT 12345

Home Phone: (111)222-3333 Work Phone: (654)654-6544 Cell Phone: (777)777-7777

E-mail: mom@email.com

Home Primary Language: Chamic languages Interpreter Required

Sullivan Sr., Johnny Gregory - Father

Print Sequence Delete

Address: 231 Washington Blvd NW, Salt Lake City, UT 12345

Home Phone: (111)222-3333 Work Phone: (213)123-4213 Cell Phone: (421)421-4211

E-mail: johnnyGRocket@emailaddress.com

Home Primary Language: Adyge, Adygei Interpreter Required

Parent/Guardian Information Editor

▶ Click here to expand...

Field Name	Description	Ad Hoc or Database Name	Validation
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.

Field Name	Description	Ad Hoc or Database Name	Validation
Middle Name	The middle name of the parent/guardian.	Census > People > Demographics > Middle Name identity.middleName	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.
Relationship	The type of relationship between the parent/guardian and the student.	Census > People > Relationships > Relationship	This field populates from the Relationship tool. See the Relationships documentation for additional information. This is part of the header for the parent/guardian.
Print Sequence	The print order of the parent/guardian(s) on the IEP.	N/A	If no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. If any Sequences are selected, only parent/guardian(s) with a sequence number will print in the order defined.

Field Name	Description	Ad Hoc or Database Name	Validation
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	<p>This field pulls from the Households tool. See the Households documentation for additional information.</p> <p>If there are multiple addresses for a person, they will have a drop down with an option to select which address. If there is only one address, the drop down will only hold one option.</p> <p>The populated address will be the one marked "Primary."</p>
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	<p>This field pulls from the Demographics tool. See the Demographics documentation for additional information.</p>
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	<p>This field pulls from the Demographics tool. See the Demographics documentation for additional information.</p>
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	<p>This field pulls from the Demographics tool. See the Demographics documentation for additional information.</p>
Email	The primary email address for the parent/guardian.	Census > People > Demographics > Email	<p>This field pulls from the Demographics tool. See the Demographics documentation for additional information.</p>

Field Name	Description	Ad Hoc or Database Name	Validation
Home Primary Language	The home primary language of the parent/guardian.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage	This field pulls from the Demographics tool. See the Demographics documentation for additional information. The dropdown options are pulled from the Home Primary Language Attribute/Dictionary list. See the Attribute/Dictionary documentation for additional information.
Interpreter Required	Indicates an interpreter is needed to communicate with the parent/guardian.	N/A	N/A

[^ Back to Top](#)

Special Ed Services

The Special Ed Services editor indicates services, both inside and outside the general education setting, that were considered for the student and why those services were rejected.

► [Click here to expand...](#)

List Screen

Special Ed Services IN PROGRESS

Service Name ↑	Duration/Frequency	Start Date	End Date
Special Ed Service 1	30 minute(s)/1 x Weekly	01/06/20	01/05/21

Special Ed Services List Screen

Field	Description	Validation
Padlock Icon	The person currently working on the service record.	See the Padlock Icon section of this document for additional information.
Service Name	The name of the service to be provided to the student.	This is a read only field and pulls from the Service field in the Services Inside General Ed Classroom detail screen.
Duration/Frequency	The number of minutes, sessions, and session frequency of the services administered.	This is a read only field and pulls from the Duration , Session Frequency , and Service Frequency fields on the Services Inside General Ed Classroom detail screen.
Start Date	The first day services will be administered to the student.	This is a read only field and pulls from the Start Date field in the Services Inside General Ed Classroom detail screen.
End Date	The last day services will be administered to the student.	This is a read only field and pulls from the End Date field in the Services Inside General Ed Classroom detail screen.

Detail Screen

Special Ed Service

Service *	Provider	Provider Position
Special Ed Service 1		
Location		
Duration and Frequency		
Start Date *	End Date *	
01/06/2020	01/05/2021	
Duration (in minutes)	Session Frequency	Service Frequency

Special Ed Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service Required	The name of the service to be provided to the student.	Student > Learner Planning > Learning Plans > Services > serviceID/serviceName	The values available are set up at System Administration > Special Ed > Services. See the Services documentation for additional information.
Provider	The name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > providerID/providerName	The values available are set up at System Administration > Special Ed > Service Providers. See the Service Providers documentation for additional information.
Provider Position	The title or position name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > positionID	The values available are set up at System Administration > Special Ed > Service Positions. See the Service Positions documentation for additional information.
Location	The physical area where the student will receive services.	Student > Learner Planning > Learning Plans > Services > locationSPED	The list of values are pulled from Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > planServiceProvided > Location. See the Attribute/Dictionary documentation for additional information.
Duration and Frequency			

Field	Description	Ad Hoc or Database Name	Validation
Start Date Required	The first day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceStartDate	The date must be between or on the plan start and end dates and before or on the Service end date. This date defaults to the plan start date.
End Date Required	The last day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceEndDate	The date must be between or on the plan start and end dates and after or on the Service start date. This date defaults to the plan end date.
Duration (in minutes)	The number of minutes spent administering the service per session.	Student > Learner Planning > Learning Plans > Services > serviceDirect	N/A
Session Frequency	The number of sessions per service frequency.	Student > Learner Planning > Learning Plans > Services > serviceFrequency	N/A
Service Frequency	The frequency designation, i.e. month, year, week, etc.	Student > Learner Planning > Learning Plans > Services > serviceFreqPeriod	The Specify Other field only displays when the "Other" option is selected for the Service Frequency.

[^ Back to Top](#)

Related Services

The Related Services editor lists developmental, corrective, or other supportive services required to assist the student.

Only active [Services](#) with a Type of **Related** can be included in this editor.

► [Click here to expand...](#)

List Screen

Related Services IN PROGRESS

	Service Name ↑	Duration/Frequency	Start Date	End Date
	Related Service 1193	15 minute(s)/2 x Weekly	01/06/20	01/05/21

Related Services List Screen

Field	Description	Validation
Padlock Icon	The person currently working on the service record.	See the Padlock Icon section of this document for additional information.
Service Name	The name of the service to be provided to the student.	This is a read only field and pulls from the Service field in the Services Inside General Ed Classroom detail screen.
Duration/Frequency	The number of minutes, sessions, and session frequency of the services administered.	This is a read only field and pulls from the Duration , Session Frequency , and Service Frequency fields on the Services Inside General Ed Classroom detail screen.
Start Date	The first day services will be administered to the student.	This is a read only field and pulls from the Start Date field in the Services Inside General Ed Classroom detail screen.
End Date	The last day services will be administered to the student.	This is a read only field and pulls from the End Date field in the Services Inside General Ed Classroom detail screen.

Detail Screen

Related Service

Service *	Provider	Provider Position
<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Related Service 1193"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>
Location <input style="width: 100%; border: 1px solid #ccc;" type="text"/>		

Duration and Frequency

Start Date * <input style="width: 100%; border: 1px solid #ccc;" type="text" value="01/06/2020"/>	End Date * <input style="width: 100%; border: 1px solid #ccc;" type="text" value="01/05/2021"/>	Session Frequency <input style="width: 100%; border: 1px solid #ccc;" type="text" value="2"/>
Duration (in minutes) <input style="width: 100%; border: 1px solid #ccc;" type="text" value="15"/>	Service Frequency <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Weekly"/>	

Related Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service Required	The name of the service to be provided to the student.	Student > Learner Planning > Learning Plans > Services > serviceID/serviceName	The values available are set up at System Administration > Special Ed > Services. See the Services documentation for additional information.
Provider	The name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > providerID/providerName	The values available are set up at System Administration > Special Ed > Service Providers. See the Service Providers documentation for additional information.
Provider Position	The title or position name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > positionID	The values available are set up at System Administration > Special Ed > Service Positions. See the Service Positions documentation for additional information.
Location	The physical area where the student will receive services.	Student > Learner Planning > Learning Plans > Services > locationSPED	The list of values are pulled from Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > planServiceProvided > Location. See the Attribute/Dictionary documentation for additional information.
Duration and Frequency			

Field	Description	Ad Hoc or Database Name	Validation
Start Date Required	The first day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceStartDate	The date must be between or on the plan start and end dates and before or on the Service end date. This date defaults to the plan start date.
End Date Required	The last day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceEndDate	The date must be between or on the plan start and end dates and after or on the Service start date. This date defaults to the plan end date.
Duration (in minutes)	The number of minutes spent administering the service per session.	Student > Learner Planning > Learning Plans > Services > serviceDirect	N/A
Session Frequency	The number of sessions per service frequency.	Student > Learner Planning > Learning Plans > Services > serviceFrequency	N/A
Service Frequency	The frequency designation, i.e. month, year, week, etc.	Student > Learner Planning > Learning Plans > Services > serviceFreqPeriod	The Specify Other field only displays when the "Other" option is selected for the Service Frequency.

[^ Back to Top](#)

Other Services

The Other Services editor lists other supportive services required to assist the student.

Only active Services with a Type of *Other* can be included in this editor.

► [Click here to expand...](#)

List screen

Other Services IN PROGRESS

Editor 7 of 7

	Service Name ↑	Duration/Frequency	Start Date	End Date
	Other Service (Other)	60 minute(s)/2 x Monthly	01/06/20	01/05/21

Other Services List Screen

Field	Description	Validation
Padlock Icon	The person currently working on the service record.	See the Padlock Icon section of this document for additional information.
Service Name	The name of the service to be provided to the student.	This is a read only field and pulls from the Service field in the Services Inside General Ed Classroom detail screen.
Duration/Frequency	The number of minutes, sessions, and session frequency of the services administered.	This is a read only field and pulls from the Duration , Session Frequency , and Service Frequency fields on the Services Inside General Ed Classroom detail screen.
Start Date	The first day services will be administered to the student.	This is a read only field and pulls from the Start Date field in the Services Inside General Ed Classroom detail screen.
End Date	The last day services will be administered to the student.	This is a read only field and pulls from the End Date field in the Services Inside General Ed Classroom detail screen.

Detail Screen

Other Service

Service *	Provider	Provider Position
Other Service (Other)		

Duration and Frequency

Start Date *	End Date *	
01/06/2020	01/05/2021	
Duration (in minutes)	Session Frequency	Service Frequency
60	2	Monthly

Other Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service Required	The name of the service to be provided to the student.	Student > Learner Planning > Learning Plans > Services > serviceID/serviceName	The values available are set up at System Administration > Special Ed > Services. See the Services documentation for additional information.
Provider	The name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > providerID/providerName	The values available are set up at System Administration > Special Ed > Service Providers. See the Service Providers documentation for additional information.
Provider Position	The title or position name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > positionID	The values available are set up at System Administration > Special Ed > Service Positions. See the Service Positions documentation for additional information.
Location	The physical area where the student will receive services.	Student > Learner Planning > Learning Plans > Services > locationSPED	The list of values are pulled from Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > planServiceProvided > Location. See the Attribute/Dictionary documentation for additional information.
Duration and Frequency			
Start Date Required	The first day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceStartDate	The date must be between or on the plan start and end dates and before or on the Service end date. This date defaults to the plan start date.

Field	Description	Ad Hoc or Database Name	Validation
End Date Required	The last day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceEndDate	The date must be between or on the plan start and end dates and after or on the Service start date. This date defaults to the plan end date.
Duration (in minutes)	The number of minutes spent administering the service per session.	Student > Learner Planning > Learning Plans > Services > serviceDirect	N/A
Session Frequency	The number of sessions per service frequency.	Student > Learner Planning > Learning Plans > Services > serviceFrequency	N/A
Service Frequency	The frequency designation, i.e. month, year, week, etc.	Student > Learner Planning > Learning Plans > Services > serviceFreqPeriod	The Specify Other field only displays when the "Other" option is selected for the Service Frequency.

[^ Back to Top](#)