

Data Plan (Utah)

Last Modified on 10/21/2024 8:22 am CDT

Classic View: Student Information > Special Ed > General > Documents > Plans

Search Terms: 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.

[Editor Home](#) | [General Information](#) | [Editor Types](#) | [Editor Lock Out and Release Logic](#) | [Template Banks](#) | [Text Editors](#) | [Editors](#)

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

UT Data Plan (push)

Editor Home			
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

Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.

Header	Description
Name	The name of the editor.
Status	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> • In Progress indicates a user has entered and saved data in that editor. • Not Started is the default status for all editors. • Complete indicates a user has clicked the Complete button on the editor, and the editor is read-only. This does not lock the editor from further editing but indicates the user considers the editor finished. • Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student. <p>The following statuses are only available for certain state-specific documents:</p> <ul style="list-style-type: none"> • ESign indicates that the editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process or Delaware Special Ed Plan eSignature Process articles for additional information. • Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the Complete button for that editor.

General Information

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

Button	Description
Save	<p>Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> • Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. • Save & Stay captures progress and keeps the user on the current editor. This save button is the default save option and is usually found within the detail screen or list editors, such as Goals and Objectives. • Save & Next captures progress and navigates the user to the next editor. • Save & New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.

Button	Description
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted records. Manually entered fields do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes. A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	Changes the status of the editor. <ul style="list-style-type: none"> • Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete. • Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read-only. However, this does not lock the editor from further editing. Click the In Progress button to further edit after an editor is marked Not Needed. • In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> • Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Nevada Individual Education Plan eSignature Process or Delaware Special Ed Plan eSignature Process articles for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor is displayed. List editors display a list of all records within that editor. Clicking an existing record or the **New** button opens the detail view for an individual record.

Editor Lock Out and Release Logic

Only one user at a time can actively work on an editor. A person with a padlock icon () displays

in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

To release an editor, the user must:

- navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting the next editor from the side panel.
- click the **Cancel** button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

Template Banks

Certain fields within several editors have an **Add Template** icon that displays next to their name. Clicking this button displays a side panel with the available library of predetermined text for that field. [Template Banks](#) are managed in System Administration.

Transition Goals and Services: Postsecondary

Sequence Number
1

Area*
Postsecondary Education and Training Goal

Goal: Add Template

Reading Goal

Courses of Study Add Template

Save & Stay Cancel

Template Banks

Categories	Sequence	Selected Template Bank Values
+ Course of Study English (4 Templates)		No records selected.
+ Course of Study Math (4 Templates)		

Insert Selected Template(s) Clear Selected Template(s) Cancel

Template Bank Side Panel

Click the plus (+) icons next to the category to view the available template values.

Template Banks

Categories	Sequence	Selected Template Bank Values										
- Course of Study English (4 Templates) <table border="1"> <thead> <tr> <th>Add</th> <th>Templates</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 10 Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 11 Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 12 Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 9 Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	Course of Study 10 Grade 10: English 200	<input type="button" value="Add"/>	Course of Study 11 Grade 11: English 300	<input type="button" value="Add"/>	Course of Study 12 Grade 12: English 400	<input type="button" value="Add"/>	Course of Study 9 Grade 9: English 100	1 <input type="button" value="▲"/> <input type="button" value="▼"/> 2 <input type="button" value="▲"/> <input type="button" value="▼"/> 3 <input type="button" value="▲"/> <input type="button" value="▼"/> 4 <input type="button" value="▲"/> <input type="button" value="▼"/>	Course of Study 9 <input type="button" value="X"/> Grade 9: English 100 Course of Study 10 <input type="button" value="X"/> Grade 10: English 200 Course of Study 11 <input type="button" value="X"/> Grade 11: English 300 Course of Study 12 <input type="button" value="X"/> Grade 12: English 400
Add	Templates											
<input type="button" value="Add"/>	Course of Study 10 Grade 10: English 200											
<input type="button" value="Add"/>	Course of Study 11 Grade 11: English 300											
<input type="button" value="Add"/>	Course of Study 12 Grade 12: English 400											
<input type="button" value="Add"/>	Course of Study 9 Grade 9: English 100											
+ Course of Study Math (4 Templates)												

Expanded Category and Values Selected

Template Bank Categories display on the left and the selected text displays on the right. Click the **Add** button to add the template value. This adds the template to the queue of values on the right. The red **X** removes selected templates while the sequence field can be used to reorder the templates. Another option is to use the up and down arrows next to the sequence field to reorder values.

Click **Cancel** to go back to the document. The **Clear Selected Template(s)** button removes all selected template values from the right selection screen.

Once selections are finalized, click the **Insert Selected Template(s)** button to add the values to the field within the document in the selected order. Template values are separated by carriage returns.

Courses of Study:

Grade 9: English 100

Grade 10: English 200

Grade 11: English 300

Grade 12: English 400

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

The following section lists each editor and describes each field on the editor. Available editors include:

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

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 Editor 1 of 7

Plan Type
Initial

Meeting Date * 01/06/2020 Start Date * 01/06/2020 End Date * 01/05/2021 Eval Date 02/03/2020

Time * B: 60-179 mins for grades 1-12 Regular Percent * 3: Less than 40% of the day DLM 1% * Yes

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

Field Name	Description	Ad Hoc or Database Name	Validation
Meeting Date <i>Required</i>	The day the team met.	Learner Planning > Learning Plans > meetingDate	N/A
Start Date <i>Required</i>	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 <i>Required</i>	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 <i>Required</i>	<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 <i>Required</i>	<p>The percentage of time the student will spend in regular education classes. Field options include:</p> <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% <i>Required</i>	Indicates the student has a significant cognitive disability (SCD).	N/A	Yes or No

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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
Editor 2 of 7

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

Fourth Disability

Fifth Disability

Special Ed Status

Special Ed Setting/Environment*

Extended School Year

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	<p>Special Ed Status is set up at System Administration > Custom > Custom Attribute> Enrollment > Special Ed Status.</p> <p>This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.</p>
Special Ed Setting/Environment <i>Required</i>	The student's special ed educational environment.	Learner Planning > Learning Plans > specialEdSetting	<p>Special Ed Setting is set up at System Administration > Custom > Custom Attribute> Enrollment > Special Ed Setting.</p> <p>This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.</p>
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	This field is read only. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
School Name	The name of the school associated with the student's Enrollment record.	N/A	This field is read only. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
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	This field is read only. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
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.

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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 Editor 3 of 7

IN PROGRESS

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

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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 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 Interpreter Required
Charnic languages

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 Interpreter Required
Adygh; Adygei

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	This field pulls from the Households tool. See the Households documentation for additional information. 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. The populated address will be the one marked "Primary."
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Email	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field pulls from the Demographics tool. See the Demographics documentation for additional information.

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

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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 Editor 5 of 7

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 [Dropdown] [Dropdown]

Location [Dropdown]

Duration and Frequency

Start Date * End Date *

01/06/2020 01/05/2021

Duration (in minutes) Session Frequency Service Frequency

[Dropdown] [Dropdown] [Dropdown]

Special Ed Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service <i>Required</i>	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 <i>Required</i>	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 <i>Required</i>	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.

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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		Editor 6 of 7	
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

Location

Duration and Frequency

Start Date *

Duration (in minutes)
Session Frequency
Service Frequency

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 <i>Required</i>	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 <i>Required</i>	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.

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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 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 <i>Required</i>	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 <i>Required</i>	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 <i>Required</i>	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.

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