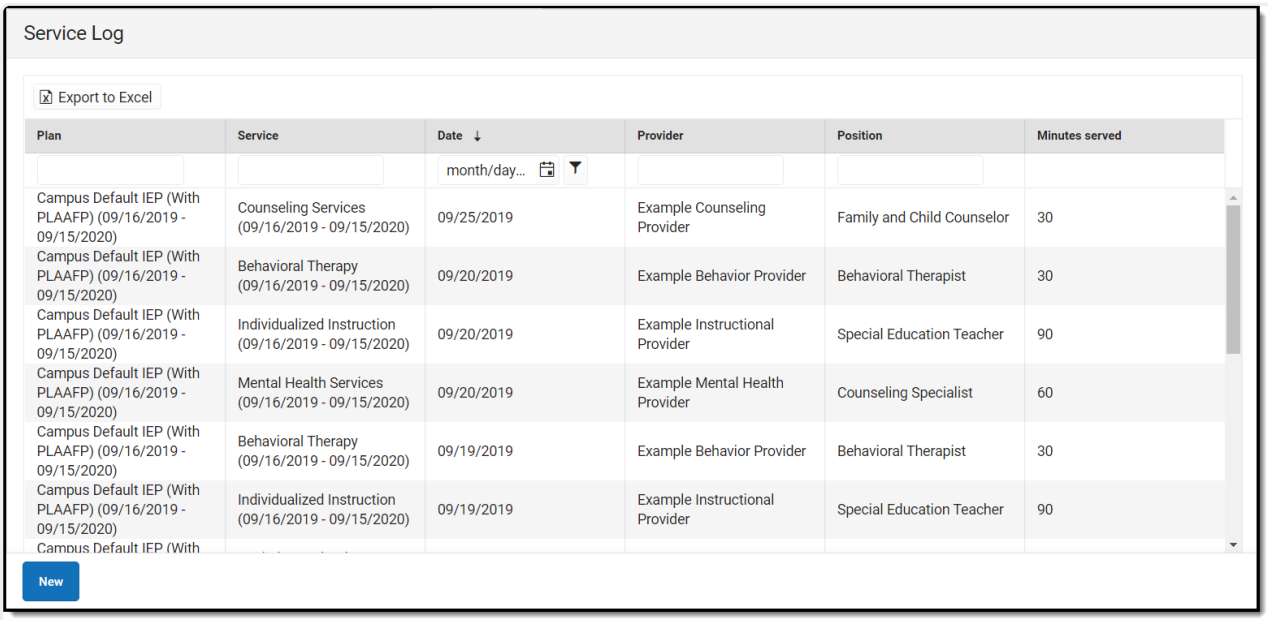
Special Ed Service Log

Last Modified on 09/11/2026 1:30 pm CDT

Tool Search: Special Ed Service Log

The Service Log is used by staff to track when a special ed service was provided to eligible students with plans. Service Log records can only be created for students that have a locked plan with associated services.

Special Ed Services are set up using the Services tool in System Administration. Plans are created for students using the Documents tool. Each state has different formats and requirements for Plans. State specific plan information is available in the State Specific Information area.



Service Log List Screen

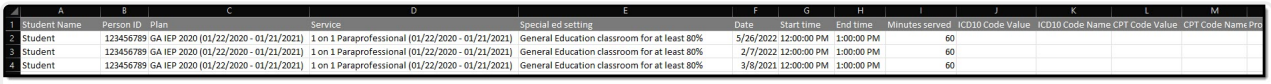
See the Special Ed Service Log Tool Rights article for information about rights needed to use this tool.

Column Name	Description
Plan	The name, start, and end date of the plan associated with the service.
Service	The name, start, and end date of the service provided to the student.
Date	The date of the service.
Provider	The name of the service provider.
Position	The position of the service provider.

Column Name	Description
Minutes Served	The number of minutes the student received the specific service.

Export to Excel

Click the **Export to Excel** Export to Excel button to view and report all Service Log records created for the student. This includes all of the fields on the Service Log Detail as well as the Last Name, First Name, Middle Initial and Person ID of the student.

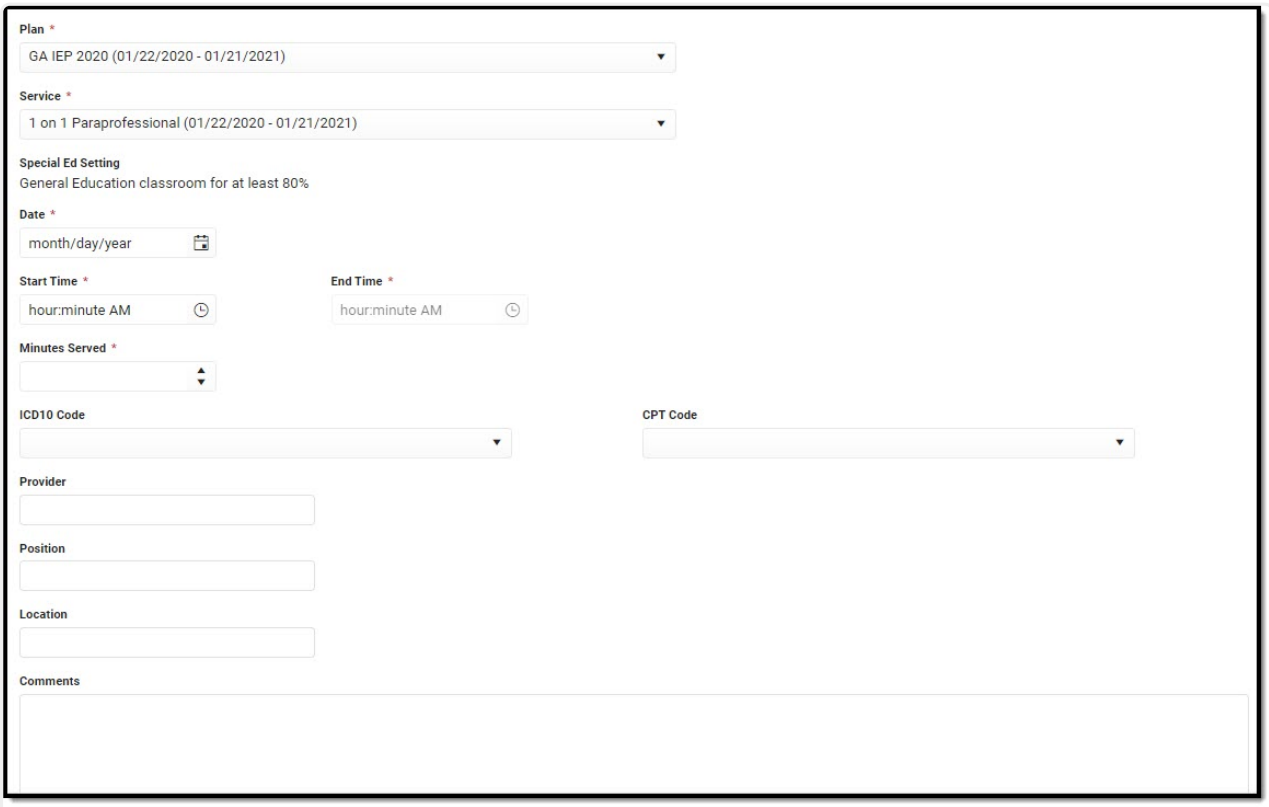


Student Name	Person ID	Plan	Service	Special ed setting	Date	Start time	End time	Minutes served	ICD10 Code Value	ICD10 Code Name	CPT Code Value	CPT Code Name
Student	123456789	GA IEP 2020 (01/22/2020 - 01/21/2021)	1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)	General Education classroom for at least 80%	5/26/2022	12:00:00 PM	1:00:00 PM	60				
Student	123456789	GA IEP 2020 (01/22/2020 - 01/21/2021)	1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)	General Education classroom for at least 80%	2/7/2022	12:00:00 PM	1:00:00 PM	60				
Student	123456789	GA IEP 2020 (01/22/2020 - 01/21/2021)	1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)	General Education classroom for at least 80%	3/8/2021	12:00:00 PM	1:00:00 PM	60				

Service Log Export Example

Service Log Detail

Click the **New** New button or an existing Service Log record to view the Service Log Detail.



Service Log Detail

Once the Service Log record is saved, the Plan, Service, and Date field cannot be modified. If any of these fields were selected in error, users must delete the erroneous record and re-enter the correct information in a new Service Log Record.

Field Name	Description
Plan *Required*	The name, start, and end date of the plan associated with the service. Only locked plans with services for the student display in this dropdown.
Service *Required*	The name, start, and end date of the service provided to the student. Services available in the dropdown come from the plan. Special Ed Services are set up using the Services tool in System Administration.
Special Ed Setting	The type of setting in which the student receives education. For example, the student could spend 80% in regular education environments and 20% in special education environments. This information comes from the plan and is read-only.
Date *Required*	The date of the service. This date must be within the date range of the service and plan. This date cannot be in the future.
Start Time *Required*	The time when the service was provided to the student.
End Time *Required*	The time when the student stopped receiving the service.
Minutes Served *Required*	The number of minutes the student received the specific service. The minutes are automatically calculated if the Start and End Time are entered. Modifying the Minutes Served automatically changes the End Time. Entering a Start Time and Minutes Served automatically calculates the End Time field.
ICD10 Code	The system code used by a physician and health care providers to classify diagnoses, symptoms, and procedures for use in tracking medical services that are provided at school that are Medicare reimbursable, if a parent has given Consent for the District to seek the reimbursement. This field is hidden by default, but can display if necessary.
CPT Code	The code assigned to a task or service a healthcare providers offers for use in tracking medical services that are provided at school that are Medicare reimbursable, if a parent has given Consent for the District to seek the reimbursement. This code is often used for billing purposes. This field is hidden by default, but can display if necessary.
Provider	The name of the service provider.

Field Name	Description
Position	The position of the service provider.
Location	The educational or special ed environment where the student received the specific service.
Comments	Any comments related to the service log record.