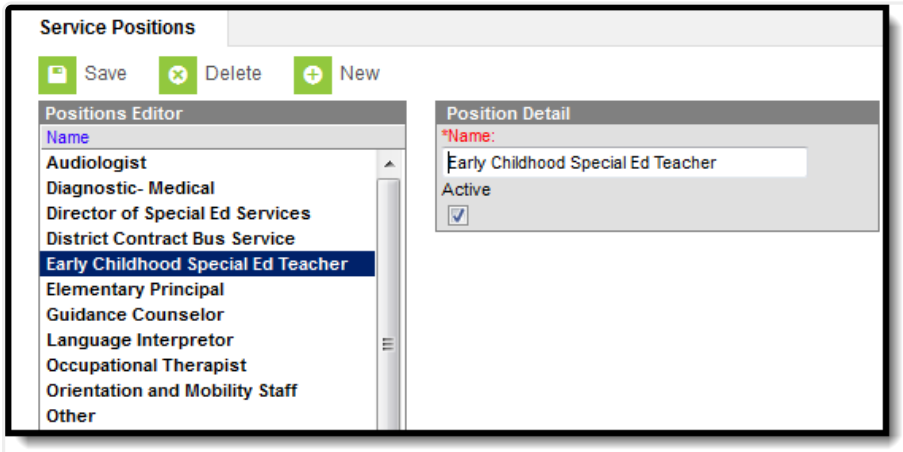
Special Ed Service Positions

Last Modified on 09/15/2026 12:13 pm CDT

Path: Student Information > Special Ed Administration > Special Ed Service Positions Setup

The Service Positions tool lists service positions available to students based on the needs identified in their special education documents. Positions include roles such as speech therapist or braille instructor, whereas Service Providers are the individuals providing the service.



Special Ed Service Positions Tool

See the Special Ed Service Position Setup Tool Rights article for information on the tool rights needed for this tool.

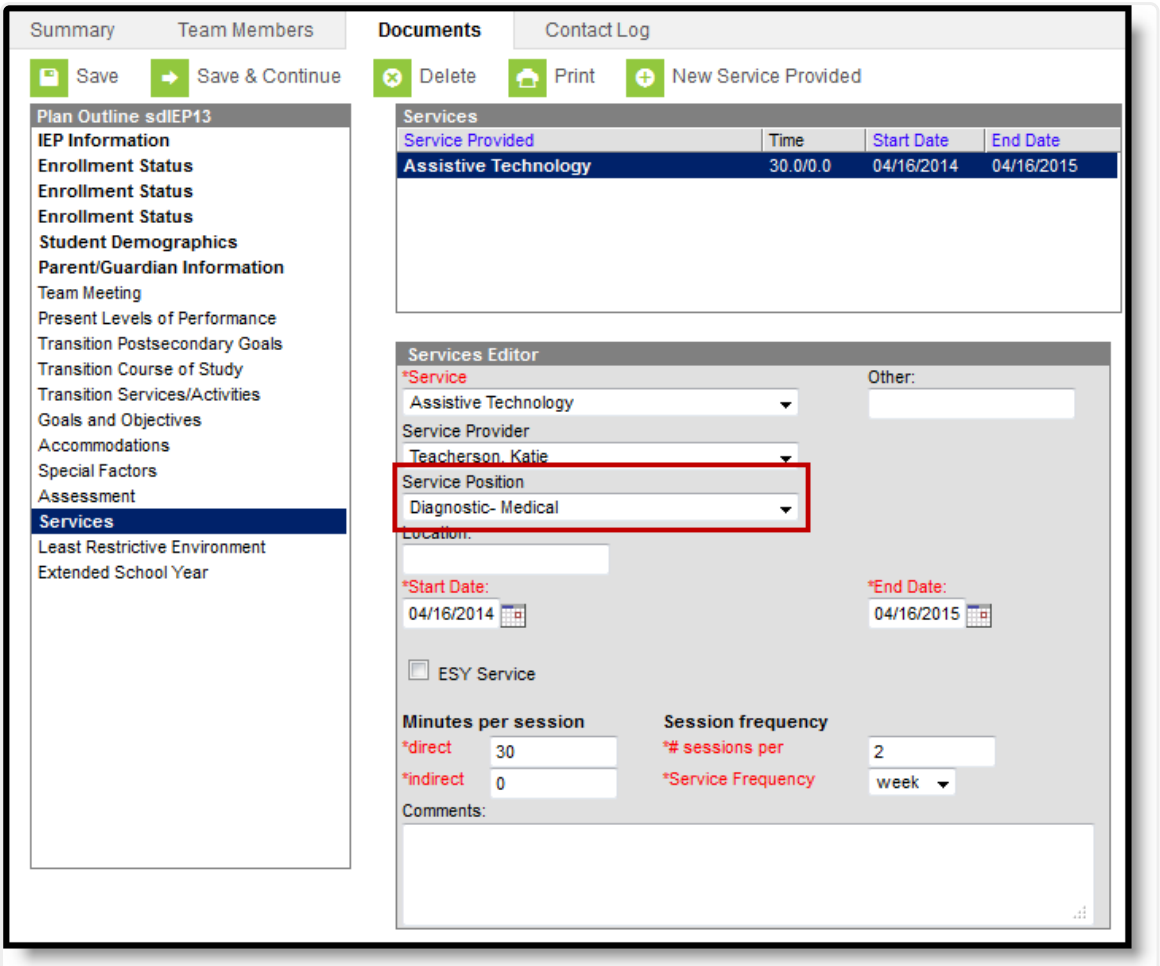
Existing service positions can be modified by clicking the Name of the position in the Positions Editor, making modifications, and clicking the **Save** button in the action bar.

Create a New Service Position

1. Select the **New** button in the action bar.
2. Enter a unique **Name** for the service. The Name is limited to 50 characters.
3. Mark the **Active** checkbox to indicate if this service position should appear to be selected in special education documents.
4. Click the **Save** button to save the service.

Service Positions are selected on Service Editors on student's plan document (Related Service Editor, Supplemental Service Editors, etc.).

This image shows an example of how service positions are used in special education documents. Documents vary by state.



Example of Service Position Dropdown