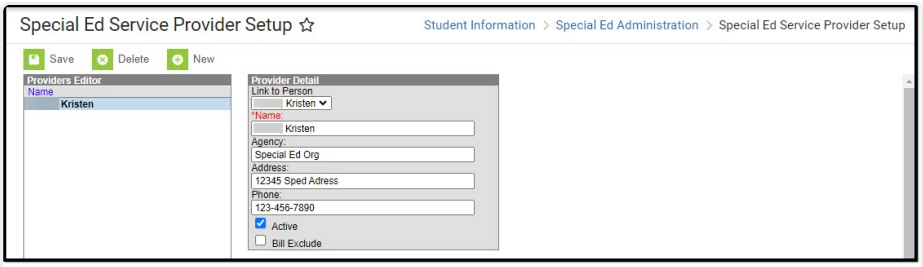
Special Ed Service Provider Setup

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

The Special Ed Service Provider Setup tool lists the service providers who can provide services to students based on the needs identified in their special education documents. Providers are usually the individuals who provide the services, whereas Service Positions are roles such as speech therapist or braille instructor.



Special Ed Service Provider Setup

See the Special Ed Service Providers Setup Tool Rights article for information on the tool rights needed for 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.
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 special education 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 (Related Services, Supplemental

Services, etc.) on the Special Ed Documents tool.