

# Service Plan (Nevada)

Last Modified on 03/05/2025 9:13 am CST

Tool Search: Special Ed Document

The Service Plan for Private and Homeschool Students documents a student's plan for services related to their private or homeschool education. This document describes each editor, the section(s) of the print format that includes the entered information, a description of each field on the editor, and any special considerations and instructions. For information on general functionality, navigation, and additional plan and evaluation features, see the core [Plan and Evaluation Information](#) article.

See the Nevada Department of Education website (<http://www.doe.nv.gov>) for data standards and guidelines for entering data into the Service Plan.

The current format for this document is **Service Plan 2023**. Print formats are selected in [Plan Types](#).

Editor Home - Service Plan for Private and Homeschool Students <span>?</span>			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Service Plan	<span>IN PROGRESS</span>	System Administrator 5/15/23 10:51 AM	>
Student Information	<span>IN PROGRESS</span>	System Administrator 5/16/23 8:58 AM	>
Parent/Guardian Information	<span>IN PROGRESS</span>	System Administrator 5/16/23 9:02 AM	>
Meeting Participants	<span>IN PROGRESS</span>	System Administrator 5/16/23 9:05 AM	>
Present Levels (PLAAFP)	<span>IN PROGRESS</span>	System Administrator 5/16/23 9:11 AM	>
Strengths, Concerns, Interests, and Preferences	<span>IN PROGRESS</span>	System Administrator 5/16/23 9:14 AM	>
Goals and Objectives	<span>IN PROGRESS</span>	System Administrator 5/16/23 9:16 AM	>
Method for Reporting Progress	<span>IN PROGRESS</span>	System Administrator 5/16/23 9:18 AM	>

*Editor Home*

## Service Plan

The Service Plan editor stores plan information as well as related dates.

This editor must be saved before entering data into other editors. This editor cannot be placed in a Not Needed status.

Service Plan Editor 1 of 14

**Meeting Type\***  
If private school, must invite private school representative.

Service Plan Meeting Date \*      Start Date \*      Service Plan Review Date \*

Eligibility Information      Eligibility Date \*      Anticipated 3-Yr Reevaluation \*

**Comments:**  
This box is limited to 650 characters.

*Service Plan Editor*

▶ [Click here to expand...](#)

Field Name	Description	Validation
<b>Meeting Type</b> <i>Required</i>	Indicates the purpose of the meeting. The purpose for the meeting should correspond to the purpose set forth in the written notice of the plan meeting. Options include: <ul style="list-style-type: none"> <li>• Service Plan - Homeschool</li> <li>• Service Plan - Private School</li> </ul>	N/A
<b>Service Plan Meeting Date</b> <i>Required</i>	The date of the meeting.	N/A
<b>Start Date</b> <i>Required</i>	The date on which the plan begins.	N/A
<b>Service Plan Review Date</b> <i>Required</i>	The date of the plan review.	This field calculates to be one year minus one day from the Start Date.  The original End Date is retained when the plan is amended.
<b>Eligibility Information</b>		

Field Name	Description	Validation
<b>Eligibility Date</b> <i>Required</i>	The eligibility date of the most recent eligibility determination.	This date auto-populates with the date of the most recent Eligibility.
<b>Anticipated 3-Yr Reevaluation</b> <i>Required</i>	The anticipated date of the reevaluation 3 years from the most recent eligibility determination.	This date auto-populates to three years minus one day from the Eligibility Date.
<b>Comments</b>	The Comment field is used to record any additional information related to the plan, i.e. the meeting was conducted via phone, the parents could not attend etc.	This field is limited to 650 characters.

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## Student Information

The Student Information editor populates information about the student such as demographic data, address and school information.

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

This editor cannot be placed in a Not Needed status.

Student Information IN PROGRESS
Editor 2 of 14

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.

<b>Last Name</b> [Redacted]	<b>First Name</b> Nolan	<b>Middle Name</b> Matthew	<b>Suffix</b> [Redacted]
<b>Gender</b> M	<b>Birthdate</b> [Redacted]	<b>Student Number</b> [Redacted]	<b>SUID</b> [Redacted]
<b>Race, Ethnicity (state)</b> Caucasian	<b>Federal Student Ethnicity Code</b> 6: White	<b>Race(s)</b> White	
<b>Student Primary Language</b> eng-English		<b>Home Phone</b> [Redacted]	
<b>Address</b> [Redacted] NV 89410			
<b>Zoned School *</b> Douglas High School	<b>Other Zoned School</b> [Redacted]		
<b>Emergency Contact Name</b> [Redacted]		<b>Emergency Contact Phone Number</b> ( ) - - x	

**Case Manager**

<b>Name</b>	<b>Title</b>
[Redacted]	[Redacted]

*Student Information Editor*

▶ [Click here to expand...](#)

Field Name	Description	Database and UI Location (when Refresh is clicked)
<b>Last Name</b>	The student's last name.	Census > People > Demographics > Last Name  identity.lastName
<b>First Name</b>	The student's first name.	Census > People > Demographics > First Name  identity.firstName
<b>Middle Name</b>	The student's middle name.	Census > People > Demographics > Middle Name  identity.middleName
<b>Suffix</b>	The student's suffix.	Census > People > Demographics > Suffix Name  identity.suffix
<b>Gender</b>	The student's gender.	Census > People > Demographics > Gender  identity.gender
<b>Birthdate</b>	The student's birthdate.	Census > People > Demographics > Birth Date  identity.birthDate
<b>Student Number</b>	The student's ID number.	Census > People > Demographics > Student Number  identity.studentNumber
<b>SUID</b>	The student's state ID.	Census > People > Demographics > State ID  person.stateID
<b>Race, Ethnicity (state)</b>	The student's state designated race/ethnicity.	Census > People > Demographics > Race/Ethnicity > Race/Ethnicity  identity.raceEthnicity

Field Name	Description	Database and UI Location (when Refresh is clicked)
<b>Federal Student Ethnicity Code</b>	The student's federal designated ethnicity code.	Census > People > Demographics > Race/Ethnicity > Federal Designation  identity.federalRaces
<b>Race(s)</b>	The student's race(s).	Census > People > Demographics > Race/Ethnicity > Race(s)  identity.raceEthnicity1-5
<b>Student Primary Language</b>	The student's home primary language.	Census > People > Demographics > First Language  identity.homePrimaryLanguage
<b>Address</b>	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
<b>Zoned School</b> <i>Required</i>	The school within which the student's address is zoned.	System Administration > Resources > School > School > School Detail  planstudent.zonedSchool
<b>Other Zoned School</b> <i>*Required</i>	*This option is only available and required when Other is selected on the Zoned School field.	System Administration > Resources > School > School > School Detail  planstudent.otherZonedSchool
<b>Emergency Contact Name</b>	A text field used to enter an emergency contact for the student.	N/A
<b>Emergency Contact Number</b>	A text field used to enter the phone number for an emergency contact for the student.	N/A
<b>Case Manager</b>		
<b>Name</b>	The first and last name of the team member.	Student Information > Special Ed > General > Team Members

Field Name	Description	Database and UI Location (when Refresh is clicked)
<b>Title</b>	The role of the team member.	Student Information > Special Ed > General > Team Members
<b>Phone</b>	The phone number of the team member.	Student Information > Special Ed > General > Team Members

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## Parent/Guardian Information

The Parent/Guardian Information editor populates based on the established student/guardian relationships created on the student's [Relationships](#) tool or indicated by the guardian checkbox on the [Households](#) 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 also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

This editor cannot be placed in a Not Needed status.

Parent/Guardian Information IN PROGRESS
Editor 3 of 14

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

Monika - Mother

Print Sequence

Address

Home Phone                      Work Phone                      Cell Phone

E-mail

Primary Language Spoken at Home

*Parent/Guardian Information Editor*

▶ [Click here to expand...](#)

Field Name	Description	Database and UI Location (when Refresh is clicked)
<b>Last Name</b>	The last name of the parent/guardian.	Census > People > Demographics > Last Name  identity.lastName
<b>First Name</b>	The first name of the parent/guardian.	Census > People > Demographics > First Name  identity.firstName
<b>Middle Name</b>	The middle name of the parent/guardian.	Census > People > Demographics > Middle Name  identity.middleName
<b>Suffix</b>	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name  identity.suffix
<b>Relationship</b>	The relation of the parent/guardian to the student.	Census > People > Relationships  planGuardian.relationship
<b>Print Sequence</b>	The print order of the parent/guardian(s) on the plan.  When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number prints in the order defined. Un-sequenced guardians display at the bottom.	N/A
<b>Address</b>	The address of the guardian's home.  When more than one address exists, this field becomes a dropdown.	Census > Households > Address Info  address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
<b>Home Phone</b>	The home phone number of the guardian.	Census > People > Households > Household Phone & Address(es) > Phone  contact.homePhone

Field Name	Description	Database and UI Location (when Refresh is clicked)
<b>Work Phone</b>	The work phone number of the guardian.	Census > People > Demographics > Personal Contact Information > Work Phone  contact.workPhone
<b>Cell Phone</b>	The cell phone number of the guardian.	Census > People > Demographics > Personal Contact Information > Cell Phone  contact.cellPhone
<b>Email</b>	The email address of the guardian.	Census > People > Demographics > Personal Contact Information > Email  contact.email
<b>Primary Language Spoken at Home</b>	The language spoken at the guardian's home.	Census > People > Demographics > Person Information > Home Language  identity.homePrimaryLanguage

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## Meeting Participants

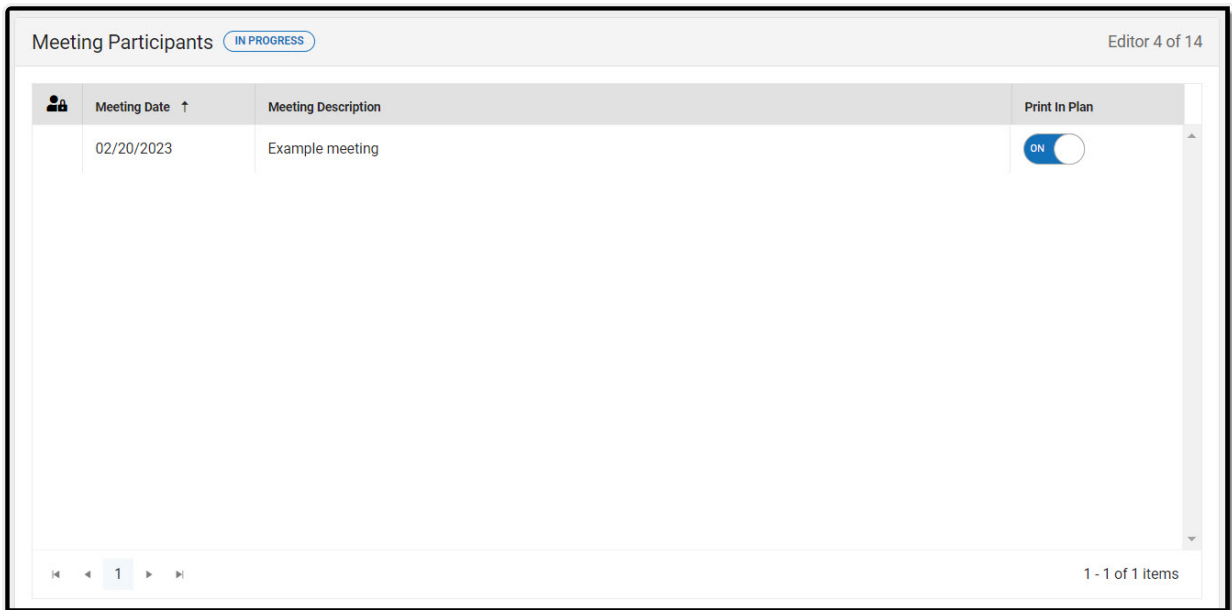
The Meeting Participants editor is used to record team meetings and participants for the student.

When the student 14 or older, the required roles of Parent/Guardian/Surrogate, LEA Representative, Special Education Teacher, and Regular Education Teacher must be entered before this editor can be saved.

[▶ Click here to expand...](#)

## Meeting Participants List Screen





*Meeting Participants List Screen*

Column Name	Description
<b>Padlock Icon</b>	The user currently working on the record.
<b>Meeting Date</b>	The day of the meeting.
<b>Meeting Description</b>	A description of the meeting purpose.
<b>Print in Plan</b>	Indicates this record prints on the plan.

## Meeting Participants Detail Screen

Click an existing record or **New** to view the detail screen.

Meeting Participants: 2/20/2023

Print in Plan  Meeting Date \* 02/20/2023

Meeting Description  
Example meeting

Attendance

First Name *	Last Name *	Role	Specify Other	Invited	Attended	
James		Parent/Guardian/Surrogate*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Shauna"/>	<input type="text"/>	Student**	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andrew		LEA Representative*	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Meeting Participants Detail Screen

Field Name	Descriptions	Validation
<b>Meeting Participants List</b>		
<b>Print In Plan</b>	This checkbox is used to mark when this information should print in the student's plan.	This is marked by default.  Only one team meeting can be marked as Print in Plan = Yes.
<b>Meeting Date</b> <i>Required</i>	The day of the team meeting.	N/A
<b>Meeting Description</b>	Any information regarding the meeting can be entered into the Meeting Description text box.	N/A
<b>Attendance</b>		
<b>First Name</b> <i>Required</i>	The team member's first name.	This field pulls from the student's Team Members tool, but allows for manual entry.
<b>Last Name</b> <i>Required</i>	The team member's last name.	This field pulls from the student's Team Members tool, but allows for manual entry.

Field Name	Descriptions	Validation
<b>Role</b> <i>Required</i>	The role of this team member. Options include: <ul style="list-style-type: none"> <li>• Parent/Guardian/Surrogate*</li> <li>• Student**</li> <li>• LEA Representative*</li> <li>• Special Education Teacher*</li> <li>• Regular Education Teacher***</li> <li>• School Psychologist</li> <li>• Speech/Language Therapist/Pathologist/Specialist</li> <li>• School Nurse</li> <li>• Interpreter</li> <li>• Other - 1</li> <li>• Other - 2</li> <li>• Other - 3</li> </ul>	Values in this dropdown are based on a locked Attribute/Dictionary (Plan > Team Member Title State Defined) and an unlocked Attribute/Dictionary (Plan > Team Member Title District Defined).  The required roles of Parent/Guardian/Surrogate, LEA Representative, Special Education Teacher, and Regular Education Teacher must be entered before this editor can be saved. When the Title field on the Team Member tool matches the name, the role defaults in this editor.  When the student is age 14 or older, the attendance record also must include an entry with the Role of Student**.
<b>Specify Other</b> <i>*Required</i>	The role of the team member (manually entered).	*This field is available and required when one of the three "Other" options is selected in the Role dropdown.
<b>Invited</b>	Indicates the person was invited to the meeting.	N/A
<b>Attended</b>	Indicates the person was present at the meeting. This determines which participants print on the plan.	N/A

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## Present Levels PLAAFP

The Present Levels (PLAAFP) editor includes the student's present levels of academic achievement and functional performance, including the assessment conducted to determine level, resulting skills determined, and needs identified.

▶ [Click here to expand...](#)

## Present Levels (PLAAFP) List Screen

*Present Levels List Screen*

Column Name	Description
<b>Padlock Icon</b>	The user currently working on the record.
<b>Sequence</b>	The order in which the records display and print.
<b>Assessment Conducted</b>	The name of the assessment.

## Present Levels (PLAAFP) Detail Screen

Select an existing record or click **New** to view the detail screen.

Present Levels of Academic Achievement and Functional Performance

Sequence \*

Assessment Conducted \*

Assessment Results \*

Effect on Student's involvement and progress in General Education curriculum or, for Early Childhood students, involvement in developmental activities \*

*Present Levels of Academic Achievement and Functional Performance Detail Screen*

Field Name	Description	Validation
<b>Sequence #</b> <i>Required</i>	The sequence in which the PLAAFP records display in the editor and on the printed version of the plan.	This field is limited to 4 numbers.
<b>Assessment Conducted</b> <i>Required</i>	The name of the assessment that provided pertinent information for the development of the plan. This could include formal or informal methods, classroom observations, student work samples, teacher-created or other achievement tests, recent evaluations, behavior rating scales, performance data from regular education teachers, parental input, etc.	N/A
<b>Assessment Results</b> <i>Required</i>	The results of the assessment corresponding to the assessment conducted.	N/A

Field Name	Description	Validation
<b>Effect on Student's involvement and progress in General Education curriculum or, for Early Childhood students, involvement in development activities</b> <i>Required</i>	A text field used to describe the effect of the assessment results on the student's involvement and progress in general education curriculum. For early childhood students, this field is used to describe the impact of the assessment results on the involvement in student's developmental activities.	N/A

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## Strengths, Concerns, Interests, and Preferences

The Strengths, Concerns, Interests, and Preferences editor records observed student strengths, the parents' educational concerns, the student's preferences and interests, and how these preferences and interest were considered.

Strengths, Concerns, Interests, and Preferences IN PROGRESS Editor 6 of 14

**Statement of Student Strengths:\***

Example statement of student strengths

---

**Statement of Parent Educational Concerns:\***

Example statement of parent educational concerns

---

**Statement of Student's Preferences and Interests:\***

Required if transition services will be discussed, beginning at age 14 or younger if appropriate

Example statement of student's preferences and interests

---

If student was not in attendance, describe the steps taken to ensure that the student's preferences and interests were considered:

N/A

*Strengths , Concerns, Interests, and Preferences Editor*

▶ [Click here to expand...](#)

Field Name	Description	Validation
<b>Statement of Student Strengths</b> <i>Required</i>	A text box used to describe the student's strengths to capture information that can be utilized in developing goals and objectives.	N/A
<b>Statement of Parent Educational Concerns</b> <i>Required</i>	A text box used to describe the parent's concerns regarding the student's education.	N/A
<b>Statement of Student's Preferences and Interests</b> <i>*Required</i>	A text box used to describe the student's preferences and interests when transition services are discussed.	*This field is required when the student is 14 years old or older.
<b>If student was not in attendance, describe the steps taken to ensure that the student's preferences and interests were considered</b>	A text box used to describe the steps taken to ensure that the student's preferences and interests were considered at the meeting.	N/A

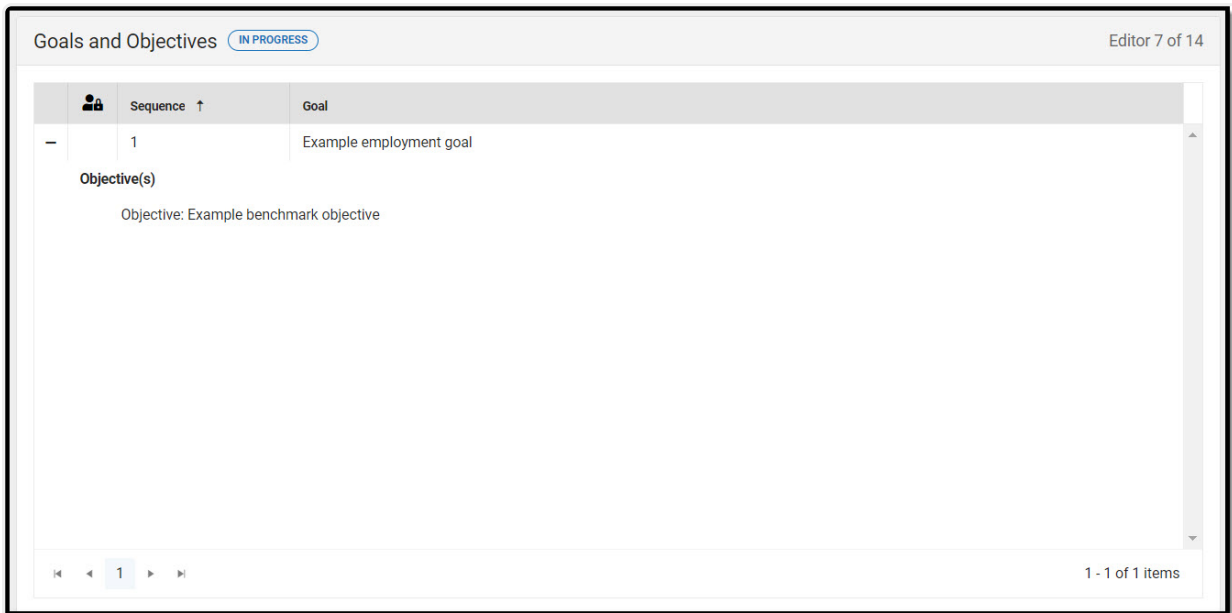
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## Goals and Objectives

The Goals and Objectives editor describes annual goals set for the student as well as how that goal is measured and whether the goal relates to an existing post-secondary goal or an Extended School Year program.

[▶ Click here to expand...](#)

## Goals and Objectives List Screen



*Goals and Objectives List Screen*

Column Name	Description
<b>Padlock Icon</b>	The user currently working on the record.
<b>Sequence</b>	The order in which the goal displays and prints.
<b>Goal</b>	The student's goal.

## Goals and Objectives Detail Screen

Select an existing record or click **New** to view the detail screen.



### Measurable Annual Goals List

**Sequence \***  
 ▲ ▼

**Measurable Annual Goal \***   
Including how progress toward the annual goal will be measured

Example employment goal

**Check here if this goal supports the student's postsecondary goal(s)**

**Identify the goal(s) to which it relates \***

Employment ✕

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### Objectives

**Objective 1: Example benchmark objective** -

**Sequence \*** [Delete](#)

 ▲ ▼

Example benchmark objective

*Goals and Objectives Detail Screen*

Field Name	Description	Validation
<b>Sequence</b> <i>Required</i>	The sequence in which the goals displays in the goals and objectives editor and the printed plan.	Numbers are limited to two characters between 0 and 999. Sequences must be unique.
<b>Measurable Annual Goal</b> <i>Required</i>	A text field used to describe the student's measurable annual goals and how progress toward the annual goal is measured.	N/A
<b>Check here if this goal supports the student's postsecondary goal(s)</b>	This checkbox is used to designate that the goal related to one of the student's postsecondary goals. The second set of checkboxes is used to specify to which area, Training/Education, Employment, Independent Living Skills, or Other, the goal pertains.	N/A
<b>Identify the goal(s) to which it relates</b> <i>*Required</i>	The are to which this goal relates. Options include: <ul style="list-style-type: none"> <li>• Training/Education</li> <li>• Employment</li> <li>• Independent Living Skills</li> <li>• Other</li> </ul>	*This field is required when the above checkbox is marked.

**Objectives**

Field Name	Description	Validation
<b>Sequence</b> <i>Required</i>	The sequence in which the objective displays in the goals and objectives editor and the printed plan.	Numbers are limited to three characters between 0 and 999.
<b>Benchmark or Short-Term Objective</b> <i>Required</i>	A benchmark or short-term objective is used to gauge the student is progressing toward achieving the annual goal.	N/A

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## Methods for Reporting Progress

The Method for Reporting Progress editor describes the document(s) that is used to report student progress and how often that document is produced.

Method for Reporting Progress IN PROGRESS Editor 8 of 14

**Method for Reporting the Student's Progress toward meeting Annual Goals**  
Check all methods that will be used

Service Plan Goals Pages
  District Report Card  
 Specialized Progress Report
  Parent Conferences  
 Other

Specify Other:

**Projected Frequency of Reports**

Quarterly  
 Semester  
 Trimester  
 Other

Specify Other:

*Method for Reporting Progress Editor*

[▶ Click here to expand...](#)

Field Name	Description	Validation
------------	-------------	------------

Field Name	Description	Validation
<b>Method for Reporting the Student's Progress Toward Meeting Annual Goals</b>	<p>This section is used to mark all the options used to report the student's progress toward meeting their annual goals to the student's parents. All options that apply should be marked. Options include:</p> <ul style="list-style-type: none"> <li>• Service Plan Goals Pages</li> <li>• District Report Card</li> <li>• Specialized Progress Report</li> <li>• Parent Conferences</li> <li>• Other</li> </ul>	Mark all methods that apply.
<b>Specify Other</b> <i>*Required</i>	A description of the other method for reporting student progress.	*This field is available and required when Other is selected above.
<b>Projected Frequency of Reports</b>	<p>This section is used to mark how frequently reports are made in measuring the student's progress towards their annual goals. Options include:</p> <ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Semester</li> <li>• Trimester</li> <li>• Other</li> </ul>	Only one option can be selected.
<b>Specify Other</b> <i>*Required</i>	A description of the other frequency.	*This field is available and required when Other is selected above.

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## Specially Designed Instruction

The Specially Designed Instruction editor lists services provided to the student in a Special Education setting.

▶ [Click here to expand...](#)

## Specially Designed Instruction List Screen

Specially Designed Instruction Editor 9 of 14

IN PROGRESS

Sequence ↑ 1	Service Provided ↑ 2	Frequency	Start Date	End Date
1	Example specially designed instruction service	30 minute(s) / Day	03/13/2023	03/12/2024

1 - 1 of 1 items

*Specially Designed Instruction List Screen*

Column Name	Description
<b>Padlock Icon</b>	The user currently working on the record.
<b>Sequence</b>	The order in which the records display and print.
<b>Service Provided</b>	The name of the service.
<b>Frequency</b>	The frequency of service.
<b>Start Date</b>	The first day of service.
<b>End Date</b>	The last day of service.

## Specially Designed Instruction Detail Screen

Select an existing record or click **New** to view the detail screen.

**Specially Designed Instruction**

**Sequence**

**Services \***

**Location of Service \***

**Duration and Frequency**

**Start Date \***        **End Date \***

**Service Minutes \***       **Frequency \***

*Specially Designed Instruction Detail Screen*

Field Name	Description	Validation
<b>Sequence</b>	The sort order in which the Services display both in the UI and on the print format.	Numbers are limited to two characters between 0 and 99. Sequences must be unique.
<b>Services Required</b>	A text field used to describe the special ed services being provided to the student in the areas for which annual goals have been written.	N/A
<b>Location of Service Required</b>	A text field used to describe the location where the student receives services.	N/A
<b>Duration and Frequency</b>		
<b>Start Date Required</b>	The start date of the service.	This field auto-populates to the Start Date of the plan, but can be manually changed.
<b>End Date Required</b>	The end date of the service.	This field auto-populates to the End Date of the plan, but can be manually changed.
<b>Service Minutes Required</b>	The number of service minutes that corresponds with the frequency of the services that are provided.	This field is limited to four characters. Only whole numbers allowed.

Field Name	Description	Validation
<b>Frequency Required</b>	The frequency of service to be provided for the student. Options include: <ul style="list-style-type: none"> <li>• Day</li> <li>• Week</li> <li>• Month</li> <li>• Year</li> </ul>	N/A

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## Supplementary Aids and Services

The Supplementary Aids and Services editor lists the accommodations and modifications made to assist the student in participating in regular education.

▶ [Click here to expand...](#)

### Supplementary Aids and Services List Screen

Supplementary Aids and Services IN PROGRESS Editor 10 of 14

	Sequence ↑ 1	Service Provided ↑ 2	Frequency	Start Date	End Date
	1	Example modifications	once per week	03/13/2023	03/12/2024

1 - 1 of 1 items

*Supplementary Aids and Services List Screen*

Column Name	Description
<b>Padlock Icon</b>	The user currently working on the record.
<b>Sequence</b>	The order in which the records display and print.
<b>Service Provided</b>	The name of the service.

Column Name	Description
Frequency	The frequency of service.
Start Date	The first day of service.
End Date	The last day of service.

## Supplementary Aids and Services Detail Screen

Select an existing record or click **New** to view the detail screen.

Supplementary Aids and Services

Sequence

**Modifications, Accommodations, or Supports for Student or Personnel \***  
 Provide specific descriptions(s) below  
 Example modifications

**Location of Service \***

**Duration and Frequency**

**Start Date \***        **End Date \***

**Frequency \***

*Supplementary Aids and Services Detail Screen*

Field Name	Description	Validation
<b>Sequence</b>	The sort order in which the Supplementary Aids display both in the UI and on the print format.	Numbers are limited to two characters between 0 and 99. Sequences must be unique.
<b>Modifications, Accommodations, or Supports for Student or Personnel</b> <i>Required</i>	A text field used to describe the modifications, accommodations, or supports being provided to the student or personnel.	N/A
<b>Location of Services</b> <i>Required</i>	A text field used to describe the location where the services are provided.	N/A
<b>Duration and Frequency</b>		

Field Name	Description	Validation
<b>Start Date</b> <i>Required</i>	The start date of the services.	This field auto-populates as the Start Date of the plan, but it can be modified as needed.
<b>End Date</b> <i>Required</i>	The end date of the services.	This field auto-populates as the End Date of the plan, but it can be modified as needed.
<b>Frequency</b> <i>Required</i>	A text field used to describe the frequency of the service.	N/A

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## Related Services

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

▶ [Click here to expand...](#)

## Related Services List Screen

Sequence	Service Provided ↑	Frequency	Start Date	End Date
1	Counseling	60 minutes/Month	03/13/23	03/12/24

*Related Services List Screen*

Column Name	Description
<b>Padlock Icon</b>	The user currently working on the record.
<b>Sequence</b>	The order in which the records display and print.



Column Name	Description
<b>Service Provided</b>	The name of the service.
<b>Frequency</b>	The frequency of service.
<b>Start Date</b>	The first day of service.
<b>End Date</b>	The last day of service.

## Related Services Detail Screen

Select an existing record or click **New** to view the detail screen.

Related Services List

Sequence

Service \*  Service Type \*

Service Type Description

Location of Service \*

Duration and Frequency

Start Date \*  End Date \*

Service Minutes \*  Frequency \*

*Related Services Detail Screen*

Field Name	Description	Validation
<b>Sequence</b>	The sort order in which the Services display both in the UI and on the print format.	Numbers are limited to two characters between 0 and 99. Sequences must be unique.

Field Name	Description	Validation
<b>Service</b> <i>Required</i>	A dropdown used to select the related special ed service being provided to the student. Options include: <ul style="list-style-type: none"> <li>• Assistive Technology</li> <li>• Audiology</li> <li>• Counseling</li> <li>• Interpreting Services</li> <li>• Medical Services for Diagnostic or Evaluation Purposes</li> <li>• None Needed</li> <li>• Occupational Therapy</li> <li>• Orientation and Mobility</li> <li>• Other</li> <li>• Parent Counseling and Training</li> <li>• Physical Therapy</li> <li>• Psychological Services</li> <li>• Recreation, including Therapeutic Recreation</li> <li>• School Health Services and School Nurse Services</li> <li>• Social Work Services</li> <li>• Speech/Language</li> <li>• Transportation</li> </ul>	District added values (System Administration > Special Ed > Plan Services) won't sync to state or DIS.
<b>Specify Other</b> <i>*Required</i>	A description of the Other service.	*This field is available and required when Other is selected above.
<b>Service Type</b> <i>Required</i>	A dropdown used to select the type of service being provided to the student. Options include: <ul style="list-style-type: none"> <li>• N/A</li> <li>• A - Assessment</li> <li>• C - Consultative</li> <li>• D - Direct</li> </ul>	N/A
<b>Service Type Description</b>	A text field used to provide additional details concerning the service type selected.	N/A
<b>Location of Service</b> <i>Required</i>	A text field used to describe the location where the student receives services.	N/A
<b>Duration and Frequency</b>		

Field Name	Description	Validation
<b>Start Date</b> <i>Required</i>	The start date of the service.	This field auto-populates as the Start Date of the plan, but it can be modified as needed.
<b>End Date</b> <i>Required</i>	The end date of the service. This field auto-populates from the End Date field on the Service Plan editor, but it can be modified as needed.	This field auto-populates as the End Date of the plan, but it can be modified as needed.
<b>Service Minutes</b> <i>Required</i>	The number of service minutes that correspond with the frequency of the services that are provided.	This field is limited to 4 characters. Only whole numbers are allowed.
<b>Frequency</b> <i>Required</i>	The frequency of service to be provided for the student. Options include: <ul style="list-style-type: none"> <li>• Day</li> <li>• Week</li> <li>• Month</li> <li>• Year</li> </ul>	N/A

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## Service Plan Implementation

The Service Plan Implementation editor is used to document the parent/guardian's consent and understanding of the service plan.

Service Plan Implementation IN PROGRESS
Editor 12 of 14

**Service Plan Implementation**

I understand that my child is eligible to receive services under a Service Plan but I am declining all services, including those offered under a Service Plan.

I understand that the IEP contains more services than identified above but I have chosen to enroll my child in a private school or homeschool setting, therefore, only the services outlined above will be provided through the Service Plan. I am agreeing to the services outlined in the Service Plan above.

A copy of this Service Plan was provided to the student's parent

**Date Provided \***

**Name of who Provided Service Plan:**

**Title of who Provided Service Plan:**

*Service Plan Implementation Editor*

▶ [Click here to expand...](#)

Field Name	Description	Validation
<b>Service Plan Implementation</b> <i>*Required</i>	Options include: <ul style="list-style-type: none"> <li>I understand that my child is eligible to receive services under a Service Plan but I am declining all services, including those offered under a Service Plan.</li> <li>I understand that the IEP contains more services than identified above but I have chosen to enroll my child in a private school or homeschool setting, therefore, only the services outlined above will be provided through the Service Plan. I am agreeing to the services outlined in the Service Plan above.</li> </ul>	*This field is required in order to Complete the editor. Only one checkbox can be marked.
<b>A copy of this Service Plan was provided to the student's parent on</b> <i>*Required</i>	Indicates a copy of the plan was provided to the student's parent/guardian.	*This field is required in order to Complete the editor.
<b>Date Provided</b> <i>*Required</i>	The date a copy of the Service Plan was provided to the parent/guardian.	*This field is available and required when the above checkbox is marked.
<b>Name of who Provided Service Plan</b> <i>*Required</i>	The name of the person who provided the student's parent/guardian with a copy of the Service Plan.	*This field is available and required when the above checkbox is marked.
<b>Title of who Provided Service Plan</b> <i>*Required</i>	The title of the person who provided the student's parent/guardian with a copy of the Service Plan.	*This field is available and required when the above checkbox is marked.

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## Enrollment Information

The Enrollment Information editor stores basic information about the student's participation in special education, including disability, status, and setting.

Any information saved in this editor overwrites the special ed values on the student's Enrollment record.

When the most recent locked Evaluation for the student was created using the classic Campus style, the **Refresh** button retrieves information from the student's Enrollment record. When the most recent locked Evaluation for the student was created using the updated Campus style, the **Refresh** button retrieves the Eligibility Date(s) and Disability information from the Evaluation. All other fields still pull from the Enrollment record.

This editor cannot be placed in a Not Needed status.

Enrollment Information IN PROGRESS
Editor 13 of 14

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**

**Special Ed Status\***

**Federal Placement Code\***

Grade: 10      LEP Status:

Resident District: 03: Douglas

**School Information:**

<b>Private School Name</b>	<b>School Number</b>
<input type="text" value="Douglas High School"/>	<input type="text" value="501"/>
<b>Address</b>	<b>Phone</b>
<input type="text" value="NV 89423"/>	<input type="text"/>

Enrollment Information Editor

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Primary Disability</b> <i>Required</i>	The primary disability of the student.	This field is a locked attribute, Enrollment > Primary Disability (disability 1).
<b>Secondary Disability</b>	The second disability of the student, when applicable.	This field is a locked attribute, Enrollment > Secondary Disability (disability 2).
<b>Special Ed Status</b> <i>Required</i>	The student's special ed status. Option is either 1: Yes or 0: No.	This field is a locked attribute, Enrollment > Special Ed Status (specialEdStatus).

Field	Description	Validation
<b>Federal Placement Code</b> <i>Required</i>	The student's federal placement. Options include: <ul style="list-style-type: none"> <li>• E1: Reg EC Prog &gt;= 10 hrs wk/srvs in Reg EC (Ages 3-5 (in PK))</li> <li>• E2: Reg EC Prog &gt;= 10 hrs wk/srvs in Other Loc (Ages 3-5 (in PK))</li> <li>• E3: Reg EC Prog &lt; 10 hrs wk/srvs in Reg EC (Ages 3-5 (in PK))</li> <li>• E4: Reg EC Prog &lt; 10 hrs wk/srvs in Other Loc (Ages 3-5 (in PK))</li> <li>• E5: SPED in Separate Class (Ages 3-5 (in PK))</li> <li>• E6: SPED in Separate School (Ages 3-5 (in PK))</li> <li>• E7: SPED in Residential Facility (Ages 3-5 (in PK))</li> <li>• E8: Home (Ages 3-5 (in PK))</li> <li>• E9: Service Provider Location (Ages 3-5 (in PK))</li> <li>• B16: Parentally placed in a private school (Ages 5(in KG) -21)</li> </ul>	Upon Refresh, when a setting comes in that is not one listed, the user receives the following error when trying to Complete the editor, "Special Ed Setting must not contain the following codes: B9, B10, B11, B12, B13, B14, B15."  This field is a locked attribute, Enrollment > Student Placement (specialEdSetting).
<b>Grade</b>	The student's grade.	N/A
<b>LEP Status</b>	The student's LEP Status.	This field auto-populates from Program Participation > English Learners when Service Plan Header is Saved and each time Refresh is clicked.
<b>Resident District</b>	The student's resident district.	N/A
<b>School Information</b>		
<b>Private School Name</b>	The name of the student's private school.	N/A
<b>School Number</b>	The school number.	System Administration > Resources > School > (School Name) > School Number
<b>Address</b>	The address of the school.	System Administration > Resources > School > (School Name) > Address

Field	Description	Validation
Phone	The phone number of the school.	System Administration > Resources > School > (School Name) > Phone

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## Medicaid Consent

The Medicaid Consent editor is used to document the parent/guardian's consent for the district to disclose the student's information in regards to seeking Medicaid funding.

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**Print in Plan**

**Medicaid Consent**  
 Please review the statements below and select your option by checking the appropriate box.

**Yes.** As the parent/guardian of the student named above, I give consent to the District to disclose information from my child's education records to DHCFP only as necessary to allow the District to seek Medicaid funds to help cover the costs of the school health services provided to my child.

I understand that my consent will remain in effect until I withdraw it (even if I change schools or leave the District and then re-enroll), and that I may withdraw my consent at any time by notifying the District. If I withdraw my consent, the District will continue to provide school health services to my child at no cost to me, the parent/guardian.

**No.** As the parent/guardian of the student named above, I do not give consent to the District to disclose information from my child's education records to DHCFP.

I understand that if I do not give my consent, the District will continue to provide necessary school health services to my child at no cost to me, the parent/guardian.

**Name of Parent/Guardian:**

**Signature of Parent/Guardian:**

**Date Signed by Parent/Guardian:**

*Medicaid Consent Editor*

[▶ Click here to expand...](#)

Field Name	Description	Validation
Print in Plan	Indicates this editor prints in the plan.	This defaults to unmarked.

Field Name	Description	Validation
<b>Medicaid Consent</b>	<p>The parental consent indication. Options include:</p> <ul style="list-style-type: none"> <li>• <b>Yes.</b> As the parent/guardian of the student named above, I give consent to the District to disclose information from my child's education records to DHCFP only as necessary to allow the District to seek Medicaid funds to help cover the costs of the school health services provided to my child. I understand that my consent will remain in effect until I withdraw it, and that I may withdraw my consent at any time by notifying the District. If I withdraw my consent, the District will continue to provide school health services to my child at no cost to me, the parent/guardian.</li> <li>• <b>No.</b> As the parent/guardian of the student named above, I do not give consent to the District to disclose information from my child's education records to DHCFP. I understand that if I do not give my consent, the District will continue to provide necessary school health services to my child at no cost to me, the parent/guardian.</li> </ul>	Only one option can be marked.
<b>Name of Parent/Guardian</b>	The name of the parent/guardian.	N/A
<b>Signature of Parent/Guardian</b>	The signature of the parent/guardian.	N/A
<b>Date Signed by Parent/Guardian</b>	The date the parent/guardian consented.	N/A

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## Previous Versions

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