Service Plan (Nevada)

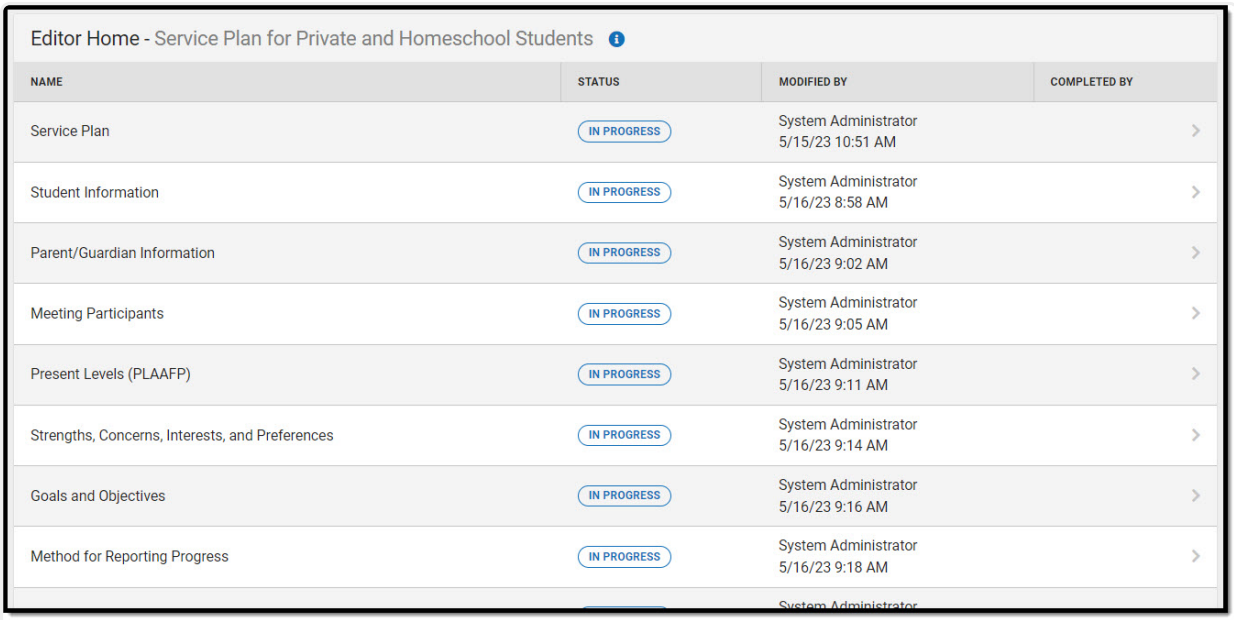
Last Modified on 06/29/2026 10:41 am CDT

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.

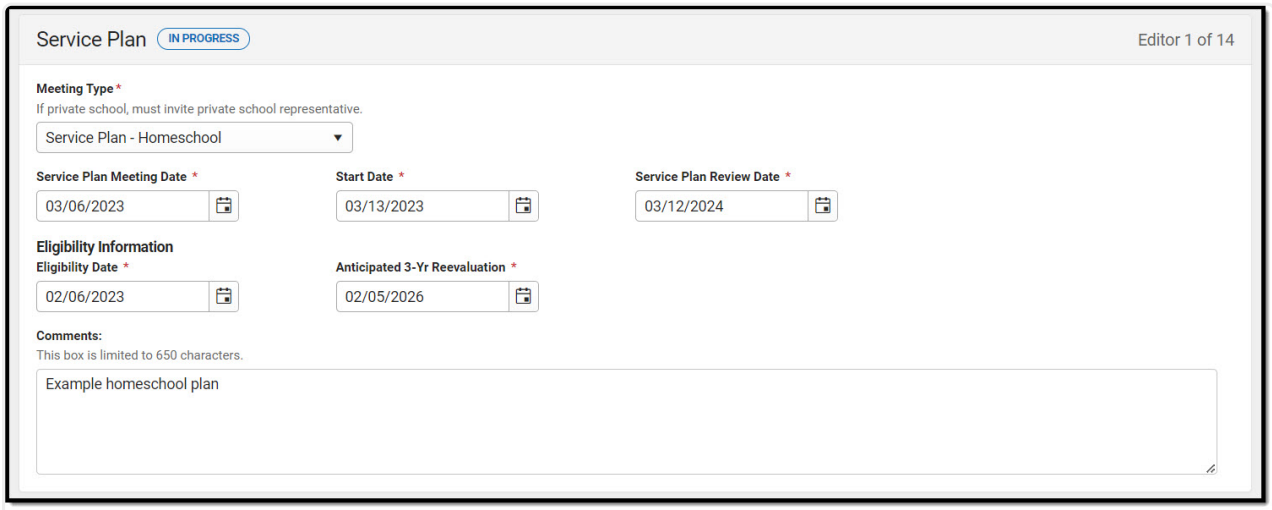


Editor Home

Service Plan

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

Click here to expand...

Field Name	Description	Validation
Meeting Type *Required*	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: • Service Plan - Homeschool • Service Plan - Private School	N/A
Service Plan Meeting Date *Required*	The date of the meeting.	N/A
Start Date *Required*	The date on which the plan begins.	N/A
Service Plan Review Date *Required*	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.
Eligibility Information		

Field Name	Description	Validation
Eligibility Date *Required*	The eligibility date of the most recent eligibility determination.	This date auto-populates with the date of the most recent Eligibility.
Anticipated 3-Yr Reevaluation *Required*	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.
Comments	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.

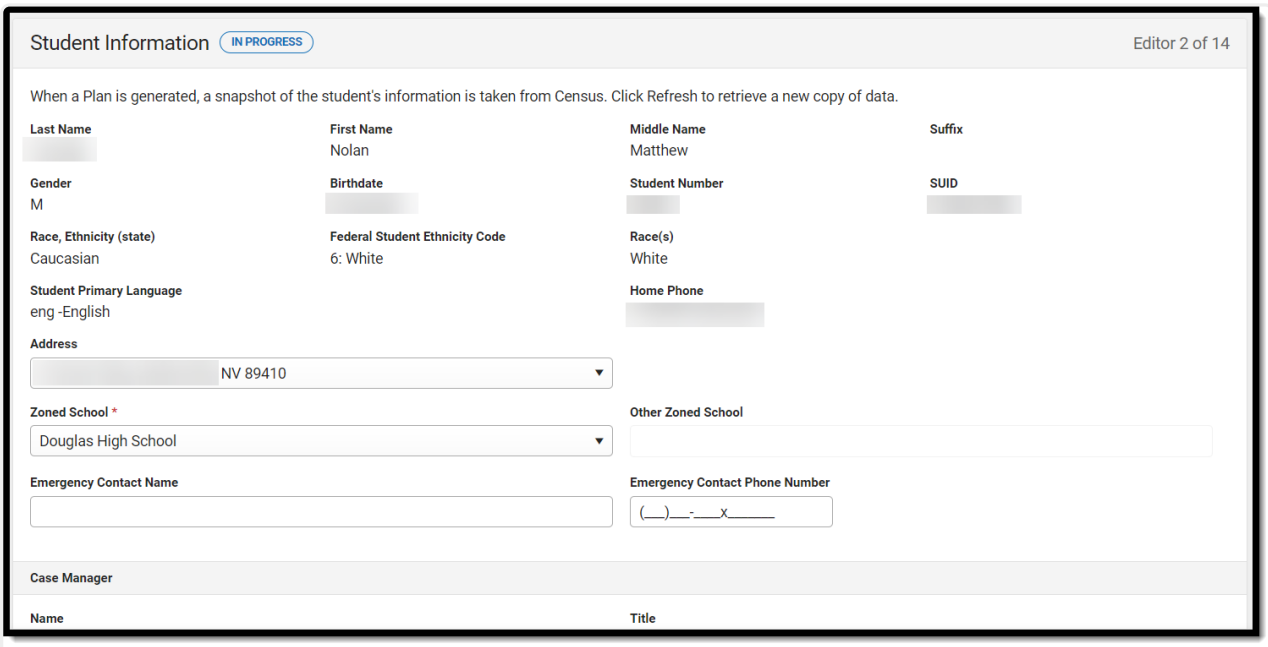
^ Back to Top

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 Editor

Click here to expand...

Field Name	Description	Database and UI Location (when Refresh is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Student Number	The student's ID number.	Census > People > Demographics >Student Number identity.studentNumber
SUID	The student's state ID.	Census > People > Demographics > State ID person.stateID
Race, Ethnicity (state)	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)
Federal Student Ethnicity Code	The student's federal designated ethnicity code.	Census > People > Demographics > Race/Ethnicity > Federal Designation identity.federalRaces
Race(s)	The student's race(s).	Census > People > Demographics > Race/Ethnicity > Race(s) identity.raceEthnicity1-5
Student Primary Language	The student's home primary language.	Census > People > Demographics > First Language identity.homePrimaryLanguage
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
Zoned School *Required*	The school within which the student's address is zoned.	System Administration > Resources > School > School > School Detail planstudent.zonedSchool
Other Zoned School **Required*	*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
Emergency Contact Name	A text field used to enter an emergency contact for the student.	N/A
Emergency Contact Number	A text field used to enter the phone number for an emergency contact for the student.	N/A
Case Manager		
Name	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)
Title	The role of the team member.	Student Information > Special Ed > General > Team Members
Phone	The phone number of the team member.	Student Information > Special Ed > General > Team Members

^ Back to Top

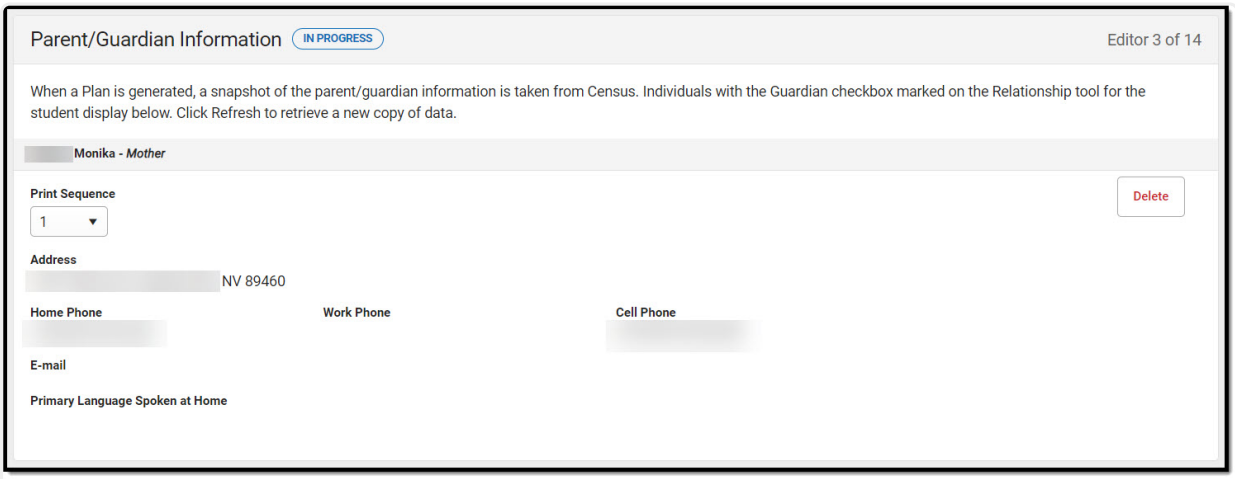
Parent/Guardian Information

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 Editor

Click here to expand...

Field Name	Description	Database and UI Location (when Refresh is clicked)
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName
Middle Name	The middle name of the parent/guardian.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships planGuardian.relationship
Print Sequence	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
Address	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
Home Phone	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)
Work Phone	The work phone number of the guardian.	Census > People > Demographics > Personal Contact Information > Work Phone contact.workPhone
Cell Phone	The cell phone number of the guardian.	Census > People > Demographics > Personal Contact Information > Cell Phone contact.cellPhone
Email	The email address of the guardian.	Census > People > Demographics > Personal Contact Information > Email contact.email
Primary Language Spoken at Home	The language spoken at the guardian's home.	Census > People > Demographics > Person Information > Home Language identity.homePrimaryLanguage

^ Back to Top

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

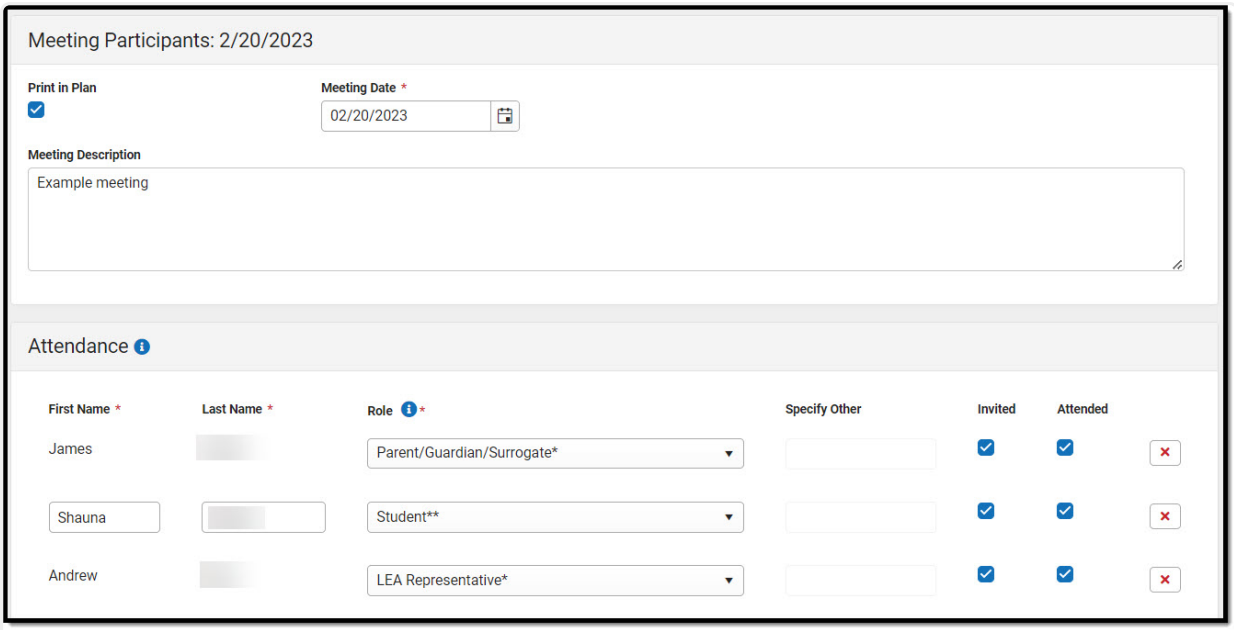


Meeting Participants List Screen

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

Meeting Participants Detail Screen

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



Meeting Participants Detail Screen

Field Name	Descriptions	Validation
Meeting Participants List		
Print In Plan	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.
Meeting Date *Required*	The day of the team meeting.	N/A
Meeting Description	Any information regarding the meeting can be entered into the Meeting Description text box.	N/A
Attendance		
First Name *Required*	The team member's first name.	This field pulls from the student's Team Members tool, but allows for manual entry.
Last Name *Required*	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
Role *Required*	The role of this team member. Options include: • Parent/Guardian/Surrogate* • Student** • LEA Representative* • Special Education Teacher* • Regular Education Teacher*** • School Psychologist • Speech/Language Therapist/Pathologist/Specialist • School Nurse • Interpreter • Other - 1 • Other - 2 • Other - 3	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**.
Specify Other **Required*	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.
Invited	Indicates the person was invited to the meeting.	N/A
Attended	Indicates the person was present at the meeting. This determines which participants print on the plan.	N/A

^ Back to Top

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

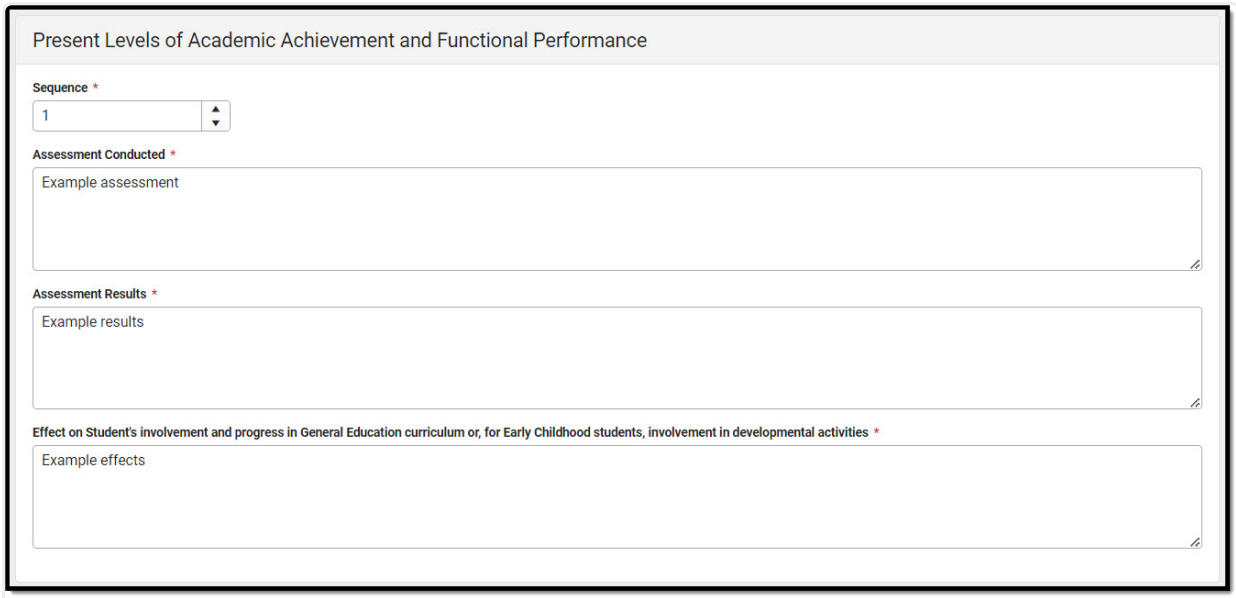


Present Levels List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Sequence	The order in which the records display and print.
Assessment Conducted	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 Detail Screen

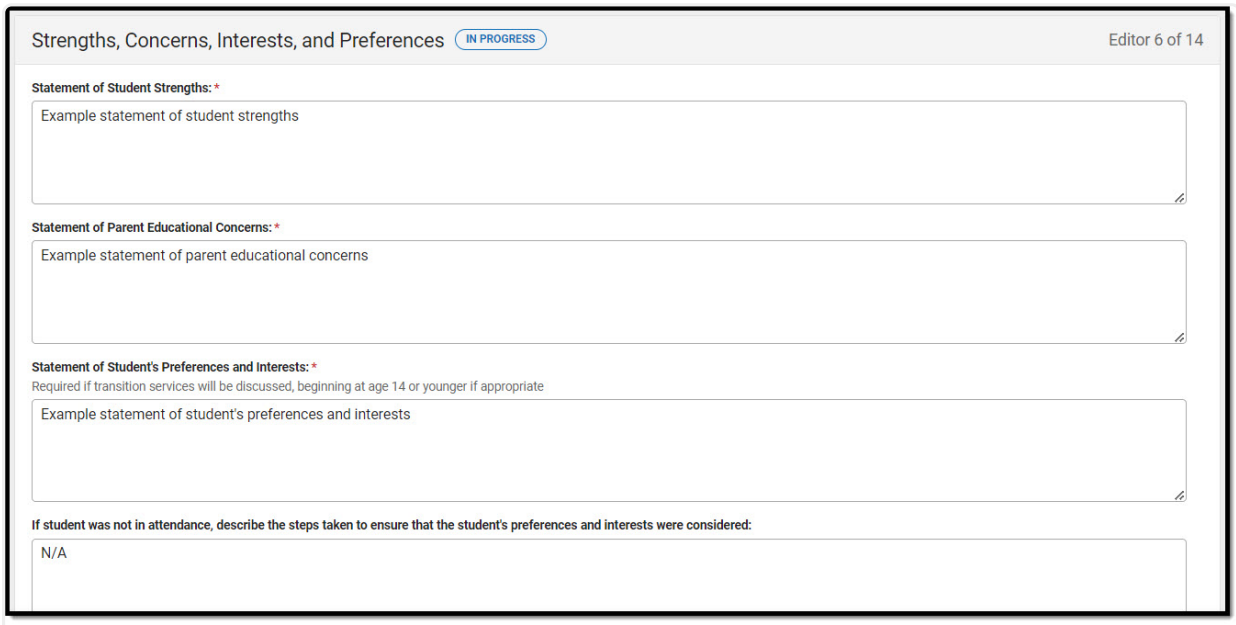
Field Name	Description	Validation
Sequence # *Required*	The sequence in which the PLAAFP records display in the editor and on the printed version of the plan.	This field is limited to 4 numbers.
Assessment Conducted *Required*	The name of the assessment that provided pertinent information for the development 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
Assessment Results *Required*	The results of the assessment corresponding to the assessment conducted.	N/A

Field Name	Description	Validation
Effect on Student's involvement and progress in General Education curriculum or, for Early Childhood students, involvement in development activities *Required*	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

^ Back to Top

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 Editor

Click here to expand...

Field Name	Description	Validation
Statement of Student Strengths *Required*	A text box used to describe the student's strengths to capture information that can be utilized in developing goals and objectives.	N/A
Statement of Parent Educational Concerns *Required*	A text box used to describe the parent's concerns regarding the student's education.	N/A
Statement of Student's Preferences and Interests **Required*	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.
If student was not in attendance, describe the steps taken to ensure that the student's preferences and interests were considered	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

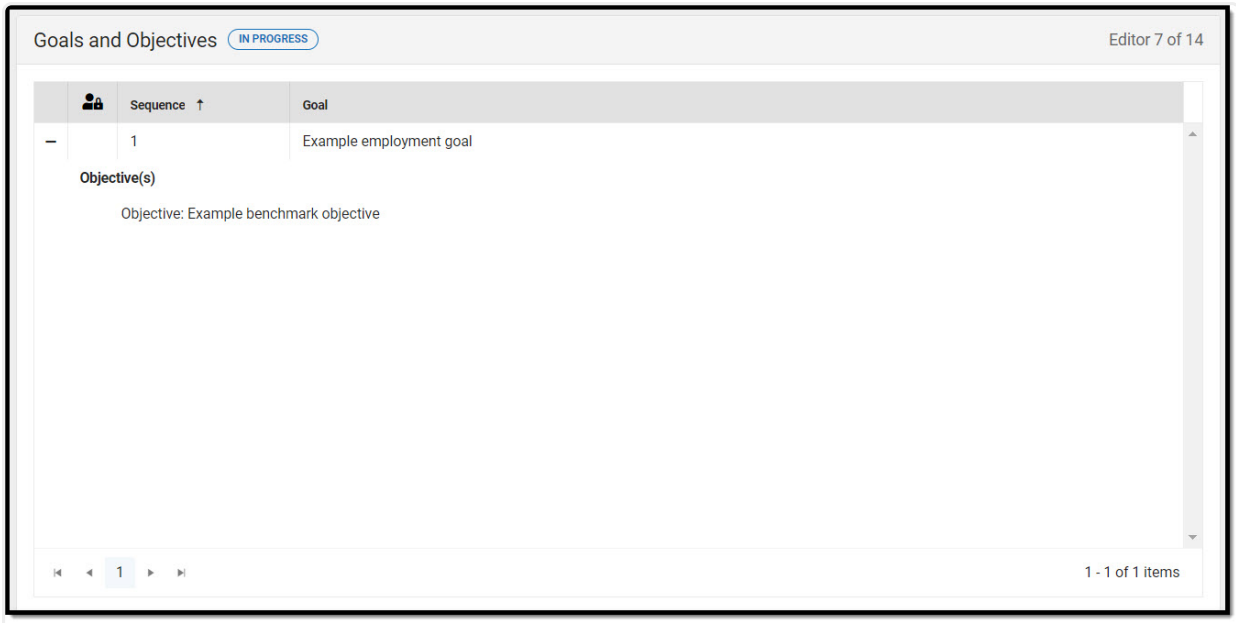
^ Back to Top

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

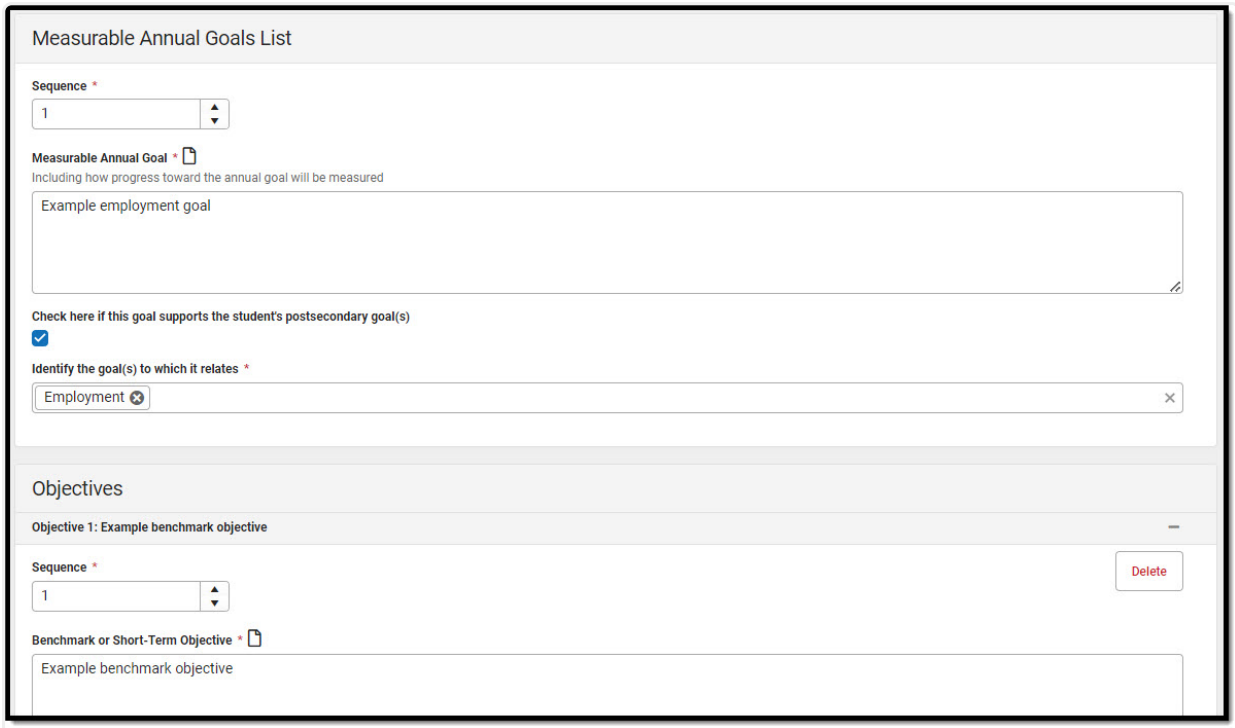


Goals and Objectives List Screen

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

Goals and Objectives Detail Screen

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



Goals and Objectives Detail Screen

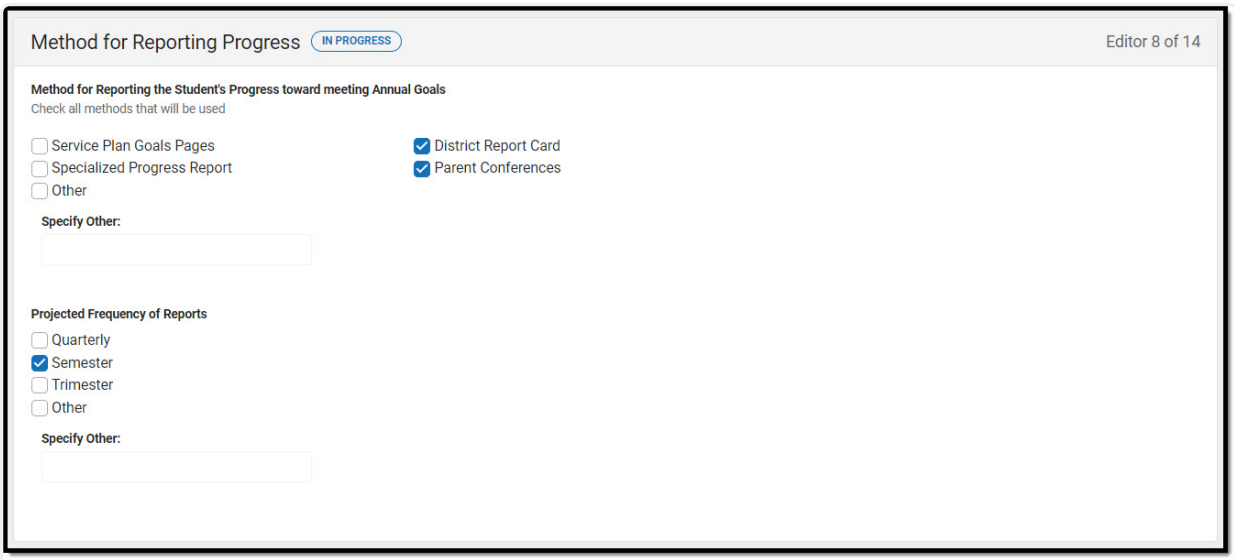
Field Name	Description	Validation
Sequence *Required*	The sequence in which the goals displays in the goals and objectives editor and the printed plan.	Numbers are limited to two characters between 0 and 999. Sequences must be unique.
Measurable Annual Goal *Required*	A text field used to describe the student's measurable annual goals and how progress toward the annual goal is measured.	N/A
Check here if this goal supports the student's postsecondary goal(s)	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
Identify the goal(s) to which it relates **Required*	The are to which this goal relates. Options include: • Training/Education • Employment • Independent Living Skills • Other	*This field is required when the above checkbox is marked.
Objectives		

Field Name	Description	Validation
Sequence *Required*	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.
Benchmark or Short-Term Objective *Required*	A benchmark or short-term objective is used to gauge the student is progressing toward achieving the annual goal.	N/A

^ Back to Top

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 Editor

Click here to expand...

Field Name	Description	Validation

Field Name	Description	Validation
Method for Reporting the Student's Progress Toward Meeting Annual Goals	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: • Service Plan Goals Pages • District Report Card • Specialized Progress Report • Parent Conferences • Other	Mark all methods that apply.
Specify Other **Required*	A description of the other method for reporting student progress.	*This field is available and required when Other is selected above.
Projected Frequency of Reports	This section is used to mark how frequently reports are made in measuring the student's progress towards their annual goals. Options include: • Quarterly • Semester • Trimester • Other	Only one option can be selected.
Specify Other **Required*	A description of the other frequency.	*This field is available and required when Other is selected above.

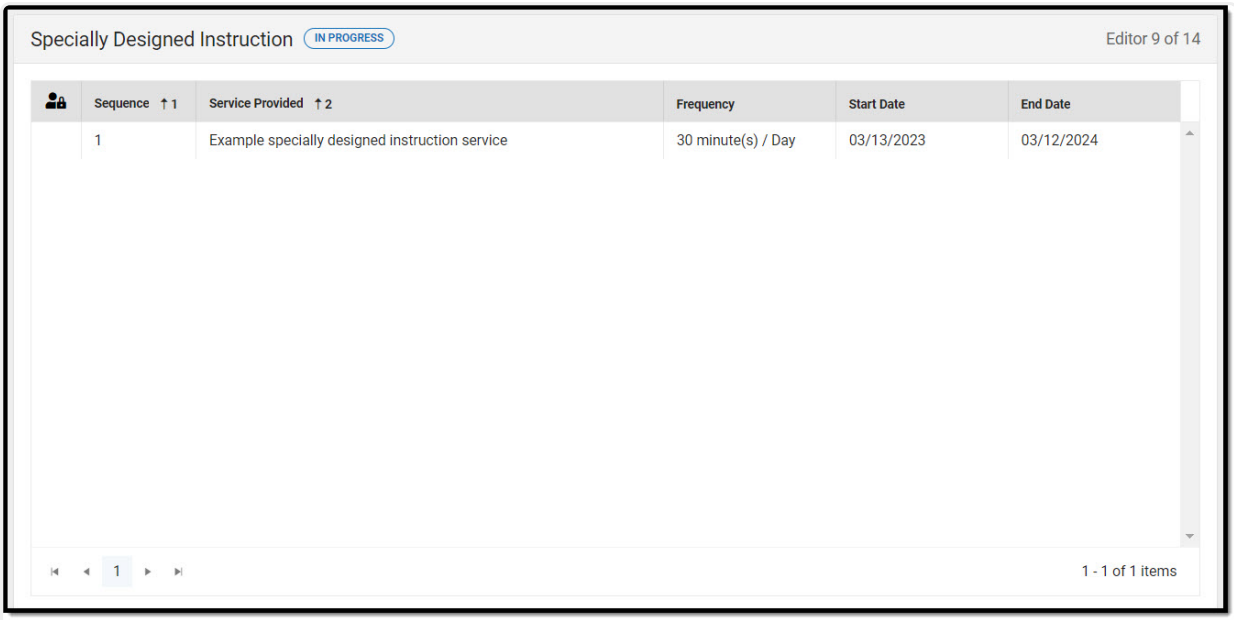
^ Back to Top

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

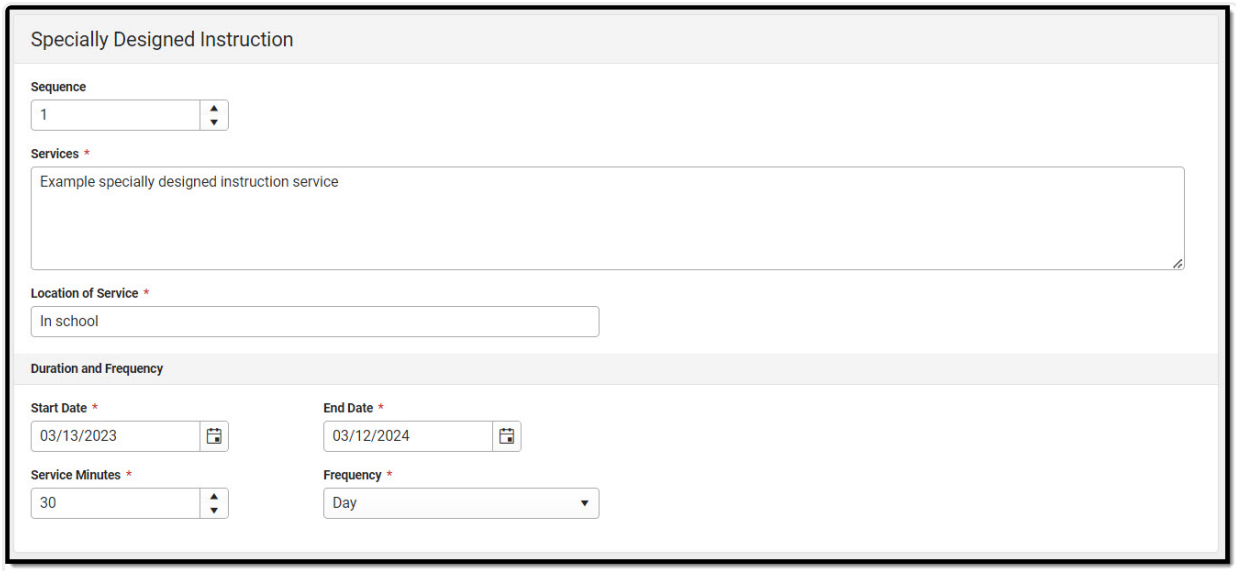


Specially Designed Instruction List Screen

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

Field Name	Description	Validation
Sequence	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.
Services *Required*	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
Location of Service *Required*	A text field used to describe the location where the student receives services.	N/A
Duration and Frequency		
Start Date *Required*	The start date of the service.	This field auto-populates to the Start Date of the plan, but can be manually changed.
End Date *Required*	The end date of the service.	This field auto-populates to the End Date of the plan, but can be manually changed.
Service Minutes *Required*	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
Frequency *Required*	The frequency of service to be provided for the student. Options include: • Day • Week • Month • Year	N/A

^ Back to Top

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



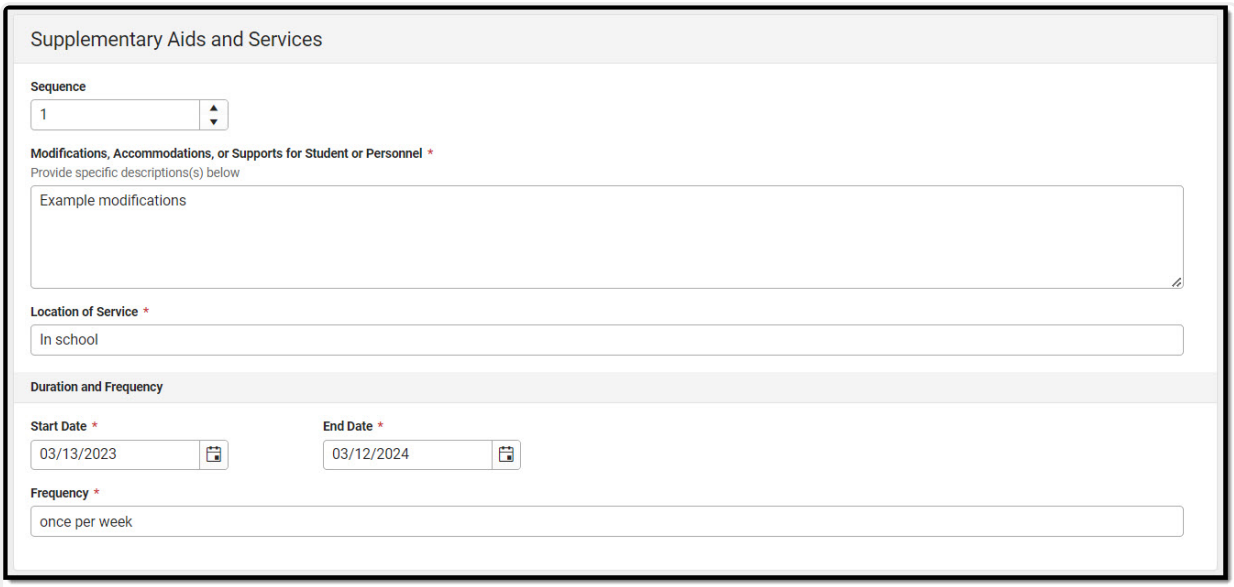
Supplementary Aids and Services List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Sequence	The order in which the records display and print.
Service Provided	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 Detail Screen

Field Name	Description	Validation
Sequence	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.
Modifications, Accommodations, or Supports for Student or Personnel *Required*	A text field used to describe the modifications, accommodations, or supports being provided to the student or personnel.	N/A
Location of Services *Required*	A text filed used to describe the location where the services are provided.	N/A
Duration and Frequency		

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

^ Back to Top

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



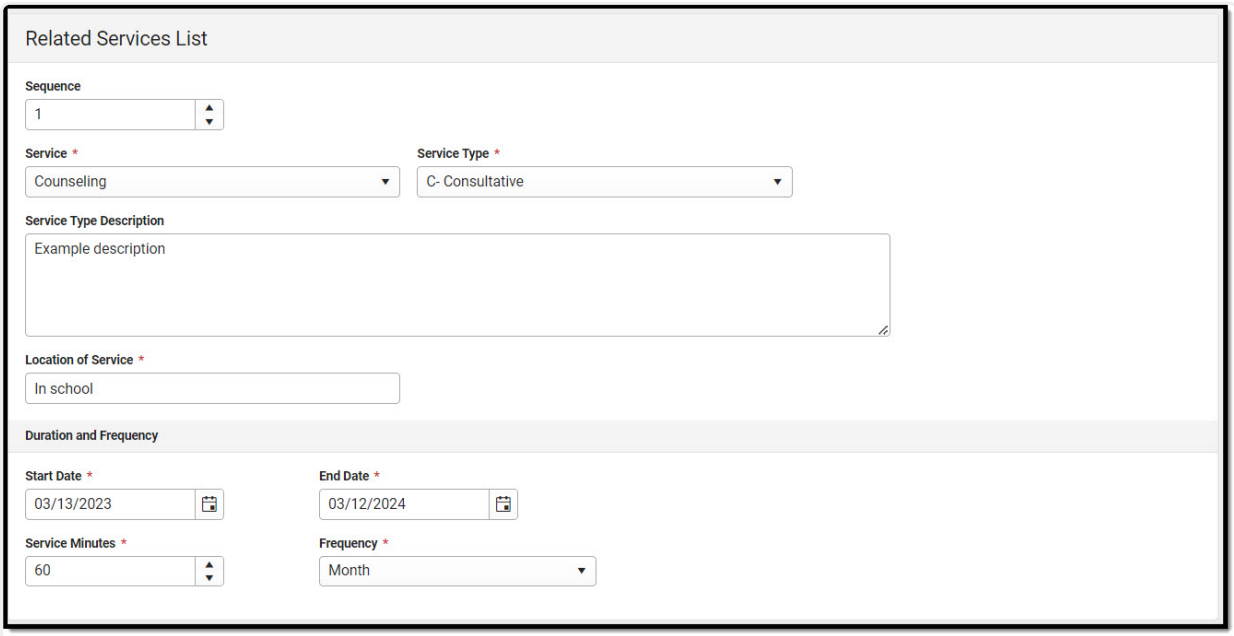
Related Services List Screen

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

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

Related Services Detail Screen

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



Related Services Detail Screen

Field Name	Description	Validation
Sequence	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.

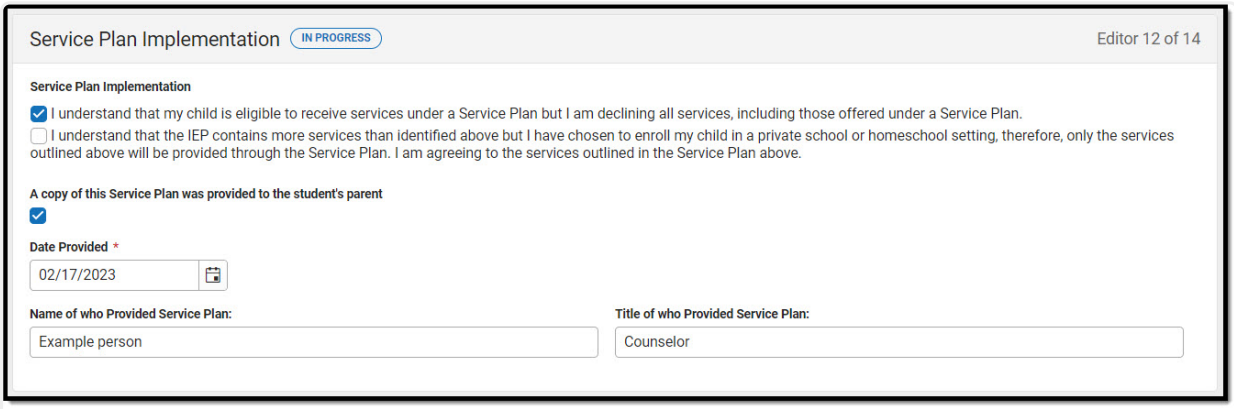
Field Name	Description	Validation
Service *Required*	A dropdown used to select the related special ed service being provided to the student. Options include: • Assistive Technology • Audiology • Counseling • Interpreting Services • Medical Services for Diagnostic or Evaluation Purposes • None Needed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

Field Name	Description	Validation
Start Date *Required*	The start date of the service.	This field auto-populates as the Start Date of the plan, but it can be modified as needed.
End Date *Required*	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.
Service Minutes *Required*	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.
Frequency *Required*	The frequency of service to be provided for the student. Options include: • Day • Week • Month • Year	N/A

^ Back to Top

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 Editor

Click here to expand...

Field Name	Description	Validation
Service Plan Implementation **Required*	Options include: • 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.	*This field is required in order to Complete the editor. Only one checkbox can be marked.
A copy of this Service Plan was provided to the student's parent on **Required*	Indicates a copy of the plan was provided to the student's parent/guardian.	*This field is required in order to Complete the editor.
Date Provided **Required*	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.
Name of who Provided Service Plan **Required*	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.
Title of who Provided Service Plan **Required*	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.

^ Back to Top

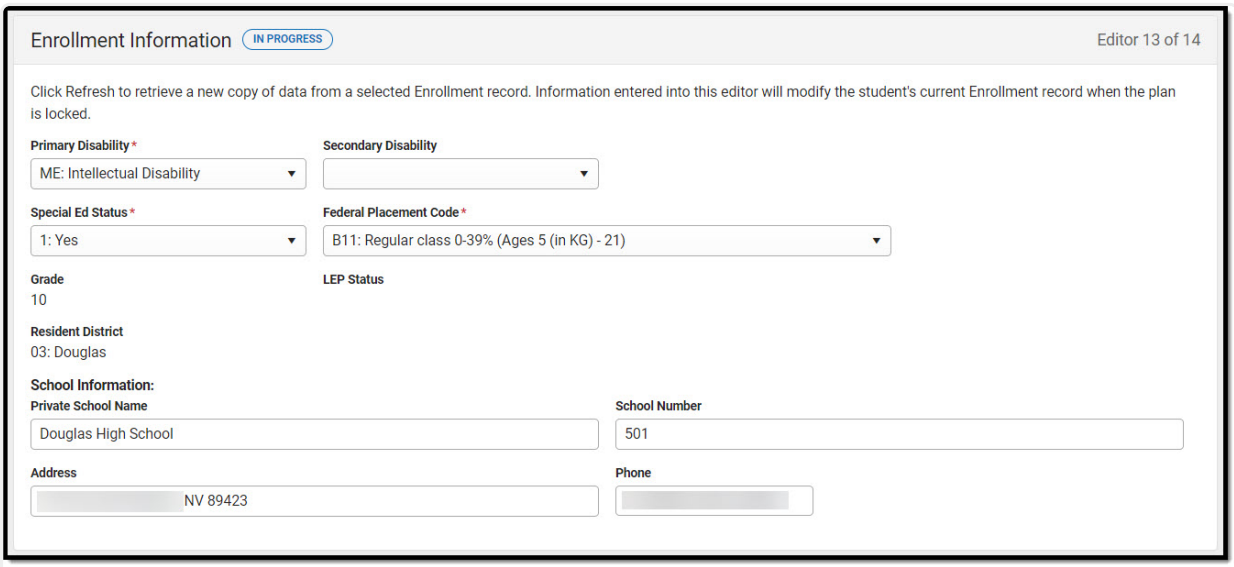
Enrollment Information

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 Editor

Click here to expand...

Field	Description	Validation
Primary Disability *Required*	The primary disability of the student.	This field is a locked attribute, Enrollment > Primary Disability (disability 1).
Secondary Disability	The second disability of the student, when applicable.	This field is a locked attribute, Enrollment > Secondary Disability (disability 2).
Special Ed Status *Required*	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).

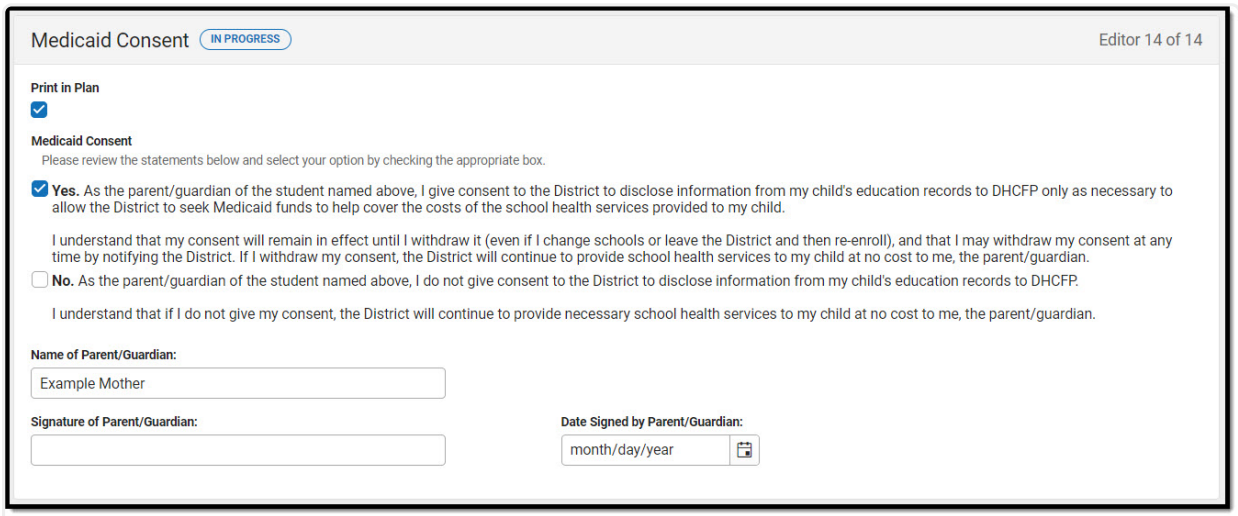
Field	Description	Validation
Federal Placement Code *Required*	The student's federal placement. Options include: • E1: Reg EC Prog >= 10 hrs wk/srvs in Reg EC (Ages 3-5 (in PK)) • E2: Reg EC Prog >= 10 hrs wk/srvs in Other Loc (Ages 3-5 (in PK)) • E3: Reg EC Prog < 10 hrs wk/srvs in Reg EC (Ages 3-5 (in PK)) • E4: Reg EC Prog < 10 hrs wk/srvs in Other Loc (Ages 3-5 (in PK)) • E5: SPED in Separate Class (Ages 3-5 (in PK)) • E6: SPED in Separate School (Ages 3-5 (in PK)) • E7: SPED in Residential Facility (Ages 3-5 (in PK)) • E8: Home (Ages 3-5 (in PK)) • E9: Service Provider Location (Ages 3-5 (in PK)) • B16: Parentally placed in a private school (Ages 5(in KG) -21)	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).
Grade	The student's grade.	N/A
LEP Status	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.
Resident District	The student's resident district.	N/A
School Information		
Private School Name	The name of the student's private school.	N/A
School Number	The school number.	System Administration > Resources > School > (School Name) > School Number
Address	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

^ Back to Top

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.



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
Medicaid Consent	The parental consent indication. Options include: • **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, 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.	Only one option can be marked.
Name of Parent/Guardian	The name of the parent/guardian.	N/A
Signature of Parent/Guardian	The signature of the parent/guardian.	N/A
Date Signed by Parent/Guardian	The date the parent/guardian consented.	N/A

^ Back to Top