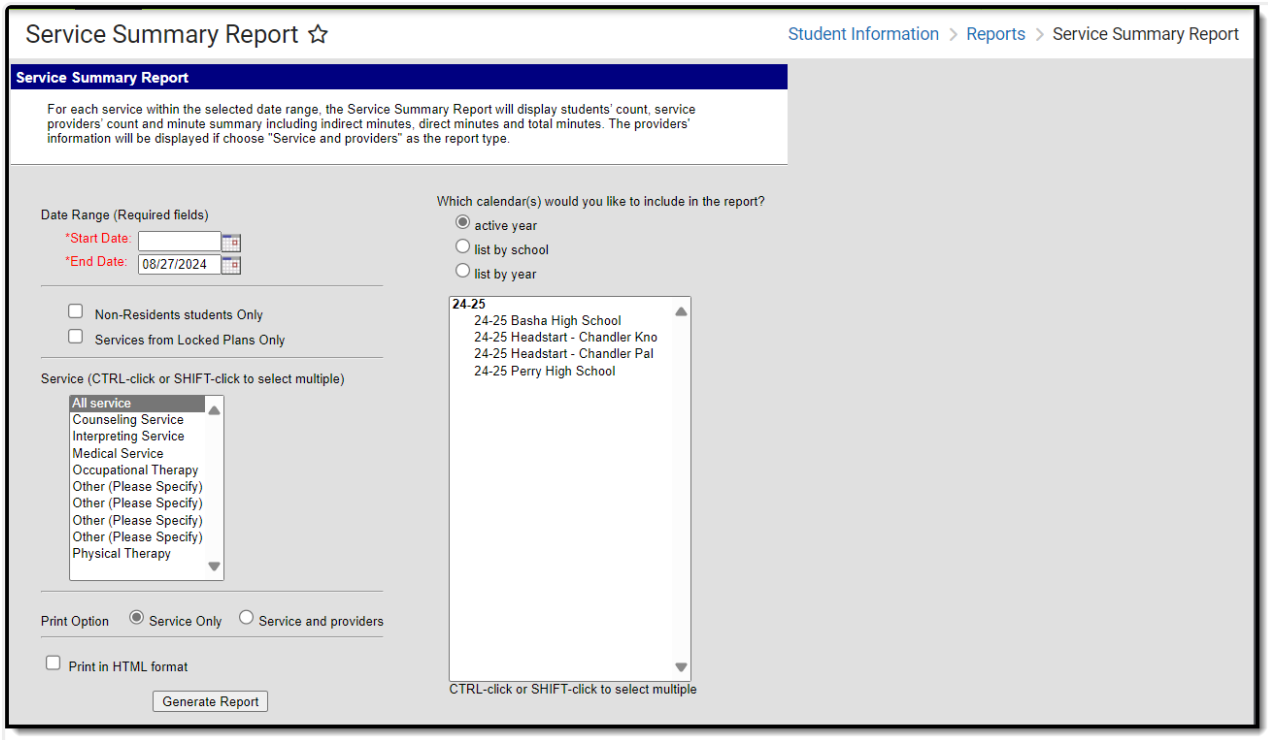
Service Summary Report

Last Modified on 07/24/2026 10:45 am CDT

Tool Search: Service Summary Report

The **Service Summary Report** summarizes the Services assigned to students through special education documents. The report collects the number of Providers of a Service, the number of students receiving the Service and the total time spent receiving the Services including indirect, direct and total time.



Service Summary Report

See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.

Totals in the report describe the amount of time students are served and are aggregated from student special education documents.

Report Logic

Data is reported from any plan (IEP, PLP, etc.) in any Learning Plan area where services are added to a student's plan document.

- Indirect hours, in the Service column, are the sum of all indirect hours of this service offered to all students within the preset date range.
- Direct hours, in the Service column, are the sum of all direct hours of this service offered to all students within the preset date range.

Data is reported from the District Residency tool when it exists for that state.

Hours Calculation Details

Hours are calculated and rounded using the following calculation:

1. The number of *Instructional Days per school year divided by one of the following values:
    1. If BIE, then 5, OR
    2. If weekly meetings (This pulls from the Service editor on the student's Plan.), then 5, OR
    3. If monthly (This pulls from the Service editor on the student's Plan.), then 20, OR
    4. If yearly (This pulls from the Service editor on the student's Plan.), then 260, OR
    5. If quarterly (This pulls from the Service editor on the student's Plan.), then 45, OR
    6. Otherwise, 1 (for daily meetings),
2. Times Service Frequency (This pulls from the Service editor on the student's Plan.),
3. Times Services Minutes (This pulls from the Service editor on the student's Plan.),
4. Divided by 60 minutes per hour.
5. This final number is then rounded to the nearest hundredth value.

*Instructional days are all days in the calendar Days tool where instructional is true and fall between the Plan Service Provided Start Date and End Date AND the student's enrollment Start Date and End Date.

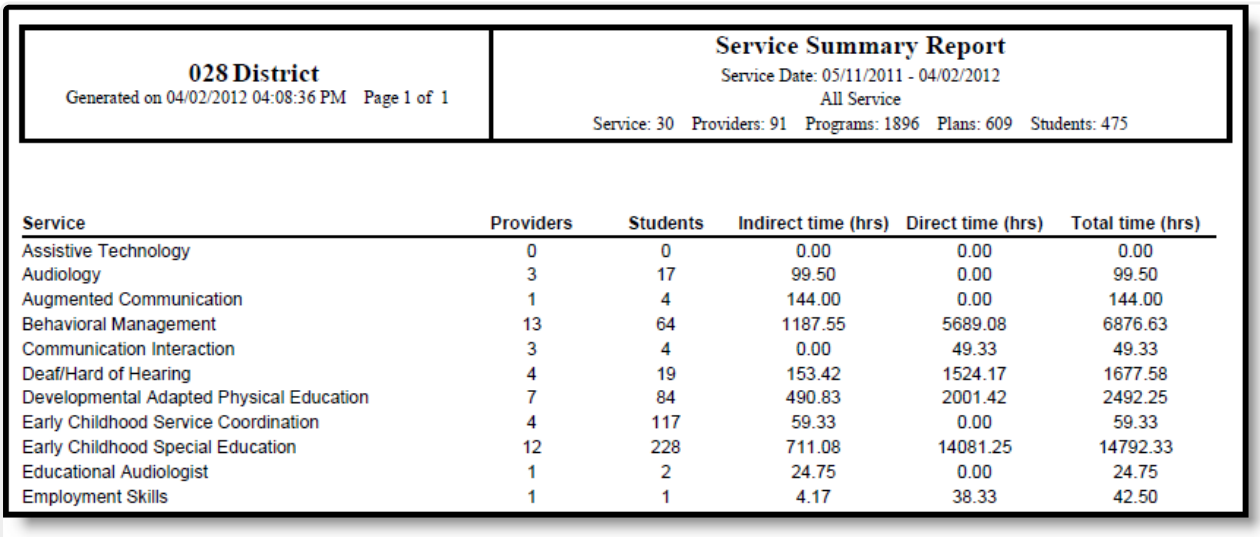
Report Editor

Field	Description
Date Range	Entered dates return only those services that occurred during that time frame. The End Date defaults to the current date. Both Start and End Dates are required fields and can be entered in mmddyy format or chosen using the calendar icon.
Student Types	Two checkboxes exist to return students who only meet these requirement. The report can be generated without either of these options chosen, in which case the report includes students who may or may not have locked plans and who may or may not be non-residents. • **Non-Resident Students Only** - when marked, only those students who are not residents of the reporting district are included in the report. • **Services from Locked Plans Only** - when marked, only services included on locked plans are included in the report. Services from unlocked plans are not included.

Field	Description
Services	Lists the services that can be included in the report. Multiple service can be selected by using the CTRL and SHIFT (or CMD-SHIFT) keys.
Calendar Selection	Calendars can be selected by the **Active Year**, by **School** or by **Year**. At least one calendar needs to be selected.
Print Option	The report can print either the **Service Only** or **Service and Providers**. The Service Only option lists just the selected services; the Service and Providers option lists the selected services and who provided the service.
Print Format	Mark the **Print in HTML Format** to have the report display in HTML—otherwise, the report prints in PDF format.

Generate the Service Summary Report

1. Enter a **Start Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
2. Modify the **End Date** if desired. This field will default to the current date.
3. Select the **Non-Resident students only** checkbox, if desired.
4. Select the **Services from Locked Plans Only** checkbox, if desired.
5. Select the **Services** that should be included in the report.
6. Indicate if the report should be printed with **Services Only** or **Services and Providers**.
7. Indicate if the report should **Print in HTML format**.
8. Select the **Calendar(s)** that should be included in the report.
9. Click **Generate Report** to view the report in another window.



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Service Summary Report
Service Date: 05/11/2011 - 04/02/2012
All Service
Service: 30 Providers: 91 Programs: 1896 Plans: 609 Students: 475

Service	Providers	Students	Indirect time (hrs)	Direct time (hrs)	Total time (hrs)
Assistive Technology	0	0	0.00	0.00	0.00
Audiology	3	17	99.50	0.00	99.50
Augmented Communication	1	4	144.00	0.00	144.00
Behavioral Management	13	64	1187.55	5689.08	6876.63
Communication Interaction	3	4	0.00	49.33	49.33
Deaf/Hard of Hearing	4	19	153.42	1524.17	1677.58
Developmental Adapted Physical Education	7	84	490.83	2001.42	2492.25
Early Childhood Service Coordination	4	117	59.33	0.00	59.33
Early Childhood Special Education	12	228	711.08	14081.25	14792.33
Educational Audiologist	1	2	24.75	0.00	24.75
Employment Skills	1	1	4.17	38.33	42.50

Image 2: Service Summary Report Example