

# Service Summary Report

Last Modified on 10/21/2024 8:19 am CDT

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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 ☆
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Service Summary Report

For each service within the selected date range, the Service Summary Report will display students' count, service providers' count and minute summary including indirect minutes, direct minutes and total minutes. The providers' information will be displayed if choose "Service and providers" as the report type.

**Date Range (Required fields)**

\*Start Date:

\*End Date:

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Non-Residents students Only

Services from Locked Plans Only

Service (CTRL-click or SHIFT-click to select multiple)

All service  
 Counseling Service  
 Interpreting Service  
 Medical Service  
 Occupational Therapy  
 Other (Please Specify)  
 Other (Please Specify)  
 Other (Please Specify)  
 Other (Please Specify)  
 Physical Therapy

Print Option  Service Only  Service and providers

Print in HTML format

Generate Report

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

24-25  
 24-25 Basha High School  
 24-25 Headstart - Chandler Kno  
 24-25 Headstart - Chandler Pal  
 24-25 Perry High School

CTRL-click or SHIFT-click to select multiple

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.

# Report Editor

Field	Description
<b>Date Range</b>	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 mmdyyy format or chosen using the calendar icon.
<b>Student Types</b>	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. <ul style="list-style-type: none"> <li>• <b>Non-Resident Students Only</b> - when marked, only those students who are not residents of the reporting district are included in the report.</li> <li>• <b>Services from Locked Plans Only</b> - when marked, only services included on locked plans are included in the report. Services from unlocked plans are not included.</li> </ul>
<b>Services</b>	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.
<b>Calendar Selection</b>	Calendars can be selected by the <b>Active Year</b> , by <b>School</b> or by <b>Year</b> . At least one calendar needs to be selected.
<b>Print Option</b>	The report can print either the <b>Service Only</b> or <b>Service and Providers</b> . The Service Only option lists just the selected services; the Service and Providers option lists the selected services and who provided the service.
<b>Print Format</b>	Mark the <b>Print in HTML Format</b> 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 *mmdyyyy* 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.

028 District		Service Summary Report			
Generated on 04/02/2012 04:08:36 PM Page 1 of 1		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