

Procedures for Record of Service for IEPs

This form must be sent into the office by the 5th of the following month.

Procedure:

1. Fill in the child's name and center/teacher. List the service or services that are being provided according to the IEP. List the month and year and then the frequency in which the service is to be provided (Look on the IEP).
2. Check Yes or no if the child has received services for that week.
3. If the number of times per week does not meet the number of times checked then state the reason in the space provided at the side. (This might require you to contact the public school to see why).