

Service Log [.2219 and previous]

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You are viewing a previous version of this article. See [Service Log](#) for the most current information.

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The Service Log is used by staff to track when a special ed service was provided to eligible students with plans. Service Log records can only be created for students that have a locked plan with associated services.

Special Ed Services are set up using the [Services tool](#) in System Administration. Plans are created for students using the [Documents tool](#). Each state has different formats and requirements for Plans. State specific plan information is available in the [State Specific Information](#) area.

Service Log					
<input checked="" type="checkbox"/> Export to Excel					
Plan	Service	Date ↓	Provider	Position	Minutes served
		month/day... 📅 ⌵			
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Counseling Services (09/16/2019 - 09/15/2020)	09/25/2019	Example Counseling Provider	Family and Child Counselor	30
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/20/2019	Example Behavior Provider	Behavioral Therapist	30
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/20/2019	Example Instructional Provider	Special Education Teacher	90
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Mental Health Services (09/16/2019 - 09/15/2020)	09/20/2019	Example Mental Health Provider	Counseling Specialist	60
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/19/2019	Example Behavior Provider	Behavioral Therapist	30
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/19/2019	Example Instructional Provider	Special Education Teacher	90
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)					

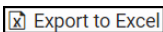
[New](#)

Service Log List Screen

Column Name	Description
Plan	The name, start, and end date of the plan associated with the service.

Column Name	Description
Service	The name, start, and end date of the service provided to the student.
Date	The date of the service.
Provider	The name of the service provider.
Position	The position of the service provider.
Minutes Served	The number of minutes the student received the specific service.

Export to Excel

Click the **Export to Excel**  button to view and report all Service Log records created for the student. This includes all of the fields on the Service Log Detail as well as the Last Name, First Name, Middle Initial and Person ID of the student.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student Name	Person ID	Plan	Service	Special ed setting	Date	Start time	End time	Minutes	Provider	Position	Location	Comment
2	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Assistive Technology (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/18/2019 8:00:00 AM	9:00:00 AM	60	Example Case Manager	Technology Specialist	Computer Lab	
3	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Assistive Technology (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/16/2019 2:00:00 PM	3:00:00 PM	60	Example Case Manager	Technology Specialist	Computer Lab	
4	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/16/2019 10:00:00 AM	10:30:00 AM	30	Example Behavior Provider	Behavioral Therapist	Counseling Office	
5	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/17/2019 10:00:00 AM	10:30:00 AM	30	Example Behavior Provider	Behavioral Therapist	Counseling Office	
6	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/18/2019 10:00:00 AM	10:30:00 AM	30	Example Behavior Provider	Behavioral Therapist	Counseling Office	
7	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/19/2019 10:00:00 AM	10:30:00 AM	30	Example Behavior Provider	Behavioral Therapist	Counseling Office	
8	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/20/2019 10:00:00 AM	10:30:00 AM	30	Example Behavior Provider	Behavioral Therapist	Counseling Office	
9	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Counseling Services (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/25/2019 2:00:00 PM	2:30:00 PM	30	Example Counseling Provider	Family and Child Counselor	Counseling Office	
10	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/16/2019 3:00:00 PM	4:30:00 PM	90	Example Instructional Provider	Special Education Teacher	Classroom 1-D	
11	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/17/2019 3:00:00 PM	4:30:00 PM	90	Example Instructional Provider	Special Education Teacher	Classroom 1-D	
12	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/18/2019 3:00:00 PM	4:30:00 PM	90	Example Instructional Provider	Special Education Teacher	Classroom 1-D	
13	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/19/2019 3:00:00 PM	4:30:00 PM	90	Example Instructional Provider	Special Education Teacher	Classroom 1-D	
14	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/20/2019 3:00:00 PM	4:30:00 PM	90	Example Instructional Provider	Special Education Teacher	Classroom 1-D	
15	Student, John	12345	Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Mental Health Services (09/16/2019 - 09/15/2020)	09/16/2019 - 09/15/2020	09/16/2019 - 09/15/2020	Resource Room between 21% and 9/20/2019 11:00:00 AM	12:00:00 PM	60	Example Mental Health Provider	Counseling Specialist	Counseling Office	

Excel Service Log Export

Service Log Detail

Click the **New**  button or an existing Service Log record to view the Service Log Detail.

Service Log Detail

Plan *

Service *

Special Ed Setting
 K12: Resource Room between 21% and 60% of day

Date *

Start Time * **End Time ***

Minutes Served *

Provider

Position

Location

Comments

Service Log Detail

Once the Service Log record is saved, the Plan, Service, and Date field cannot be modified. If any of these fields were selected in error, users must delete the erroneous record and re-enter the correct information in a new Service Log Record.

Field Name	Description
Plan <i>Required</i>	The name, start, and end date of the plan associated with the service. Only locked plans with services for the student display in this dropdown.

Field Name	Description
Service <i>Required</i>	The name, start, and end date of the service provided to the student. Services available in the dropdown come from the plan. Special Ed Services are set up using the Services tool in System Administration.
Special Ed Setting	The type of setting in which the student receives education. For example, the student could spend 80% in regular education environments and 20% in special education environments. This information comes from the plan and is read-only.
Date <i>Required</i>	The date of the service. This date must be within the date range of the service and plan. This date cannot be in the future.
Start Time <i>Required</i>	The time when the service was provided to the student.
End Time <i>Required</i>	The time when the student stopped receiving the service.
Minutes Served <i>Required</i>	The number of minutes the student received the specific service. <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>The minutes are automatically calculated if the Start and End Time are entered. Modifying the Minutes Served automatically changes the End Time. Entering a Start Time and Minutes Served automatically calculates the End Time field.</p> </div>
Provider	The name of the service provider.
Position	The position of the service provider.
Location	The educational or special ed environment where the student received the specific service.
Comments	Any comments related to the service log record.