

Every minute on the IEP and where it went: weekly and daily logs, missed and make-up, owed versus delivered by month, quarterly summary, provider sign-off. Fillable PDF.

EXAMPLE One Student, One Month, Filled In

An invited fourth grader and an invited resource teacher. Every number is made up; every total is added on the page so the arithmetic can be checked.

Weekly log rows (page 6) — Jonah, grade 4, resource reading, 2 × 30 min per week, direct (invented)

From the roster: 60 minutes per week for two 30-minute sessions, Monday and Wednesday, resource room. October: four weeks of service, so saved is $60 \times 4 = 240$

WEEK	OWED	MON	TUE	WED	THU	TOTAL	MISSSED: CODE AND MAKE-UP
Oct 6-10	60	30	—	30	—	60	—
Oct 13-17	60	30	—	18	—	48	Oct 15 ran 18.5 (pre drit); 12 owed
Oct 20-24	60	30	—	—	30	60	Oct 22 missed 5 (field trip); made up: Rd Oct 24, 30
Oct 27-31	60	30	—	30	—	60	—

Eight sessions were scheduled. Seven happened: $30 + 30 + 30 + 18 + 30 + 30 + 30 = 198$. Missed 12 on Oct 15 and 30 on Oct 22 = 42. Made up on Oct 24 = 30. The weekly totals $60 + 48 + 60 + 60 = 228$ are delivered plus made up, which is the check.

Missed and make-up (page 9), and the monthly row (page 13)

DATE MISSSED	MIN	CODE	MADE UP ON	MIN MADE UP	STILL OWED		
Oct 15	12	S	—	—	12		
Oct 22	30	S	Oct 24	30	0		
STUDENT	SERVICE	OWED	DELIVERED	MISSSED	MADE UP	BALANCE	CARRIED

BRIGHT PATH SPED

How the Service Log Works

Four pages carry the loop; the rest are the file copies and the summaries. Set up the roster once in September and the log runs on two minutes a day.

WHEN	PAGE	WHAT GETS WRITTEN
Every session	Weekly log (6) or daily log (7)	Minutes delivered, in the day cell; a missed session goes straight to page 9 the same day
Every week	Missed and make-up log (9), consult log (10)	Make-up dates filled in; consult minutes added
Every month	Student log (8), monthly owed vs delivered (11), sign-off (13)	Totals copied from the weekly logs; balance carried forward; initials
Every quarter	Quarterly summary (12)	One row per student, one sentence each, from page 11

What this file is not

Not your district's compliance form and not a statement of any rule. Nothing here says which missed sessions must be made up, by when, or what counts as a delivered minute; your district decides that and you write it below. This is the working paper that makes the district's form a copying job.

The three habits the file assumes

- ☐ The roster (page 5) is filled from the IEPs before the first session, so "owed" is never a guess.
- ☐ A missed session is written on page 9 the day it is missed, with a reason code.
- ☐ Minutes, not check marks: an 18-minute session is 18.

Our district's rules (write them here once)

WHICH MISSED SESSIONS MUST BE MADE UP, AND BY WHEN

.....

DO SUBSTITUTE-DELIVERED SESSIONS COUNT TOWARD THE MINUTES

.....

WHETHER PROVIDER-ABSENT SESSIONS ARE MADE UP

.....

WHO SIGNS THE MONTHLY LOG, AND WHERE IT IS KEPT

.....

REASON CODES, USED ON PAGES 6, 8, 9 AND 11

CODE	REASON A SESSION WAS MISSED (EDIT TO MATCH YOURS)	OUR CODE, IF DIFFERENT
A	Student absent	
S	School event: assembly, field trip, testing, snow day	
P	Provider absent or pulled to cover	
R	Student refused or unavailable (nurse, discipline)	
H	Holiday or no-school day in the IEP's count	
O	Other; write it in	

WEEKLY **Weekly Service Delivery Log**

One provider, one week. Minutes delivered in each day cell, the total, and what was missed with its make-up date. This is the page most providers keep on the clipboard.

SETTING / ROOM

[illegible]

Minutes, not check marks

Write the minutes delivered in each day cell. A session that ran 18 minutes because of a fire drill is 18, not a check mark, and the missing 12 go in the last column with a reason code and, later, the date they were made up. The totals on this page are what the monthly page (11) copies.

DAILY Daily Service Log

One provider, one day, in time order: in, out, who, what, how many minutes, where, group size. For the provider who sees twelve students across three rooms.

BUILDING

[illegible]

Group sessions

Each student in a group gets a row with the full session minutes; the group-size column says it was shared. Whether shared minutes count in full is your district's rule (page 3).

PROVIDER

CODES ON PAGE 3: A S P R H O

The balance column is the whole point

Sessions that could not be made up, and why

MONTHLY Monthly Minutes Owed and Delivered

One row per student per service. Owed this month from the roster, delivered from the weekly logs, missed, made up, and the balance carried to next month.

SCHOOL DAYS THIS MONTH

[illegible]

How owed is computed, and written once on page 3

Owed = the roster's minutes per week times the weeks of service this month; a week with a holiday counts the way your district says it counts. Balance = owed – delivered – made up, and a negative balance is minutes delivered beyond the IEP, which is fine and worth noting. Whatever is not zero goes in the last column and reappears in next month's owed.

EXAMPLE

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From the roster: 60 minutes per week as two 30-minute sessions, Monday and Wednesday, resource room · **October:** four weeks of service, so owed is $60 \times 4 = 240$

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Oct 20–24	60	30	–	–	–	30	60	Oct 22 missed: S (field trip); made up Fri Oct 24, 30
Oct 27–31	60	30	–	30	–	–	60	–

Eight sessions were scheduled. Seven happened: $30 + 30 + 30 + 18 + 30 + 30 + 30 = 198$. Missed: 12 on Oct 15 and 30 on Oct 22 = **42**. Made up: 30 on Oct 24 = **30**. The weekly totals $60 + 48 + 60 + 60 = 228$ are delivered plus made up, which is the check.

Missed and make-up log (page 9), and the monthly row (page 11)

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Oct 22	30	S	Oct 24	30	0

STUDENT	SERVICE	OWED	DELIVERED	MISSED	MADE UP	BALANCE	CARRIED
Jonah R.	Resource reading	240	198	42	30	12	12

Balance = $240 - 198 - 30 = 12$: the twelve minutes from the fire-drill session, not yet made up. It goes in the Carried column and reappears in November's owed. The Oct 24 session sits in the Friday cell, not in the Wednesday cell it replaced, so anyone reading the log can see it was a make-up.

Quarterly summary sentence (page 12)

"Received 228 of 240 minutes in October; 42 minutes missed for a fire drill and a field trip; 30 made up on Oct 24; 12 minutes carried to November and scheduled for Nov 7."

Why this is enough

Every number on this page came from a cell that was filled in the day it happened. The monthly row is addition, the sentence is the monthly row in words, and the district's form is a copying job.