**Tracking Special Education Services During Remote Learning**

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During this time of Distance Learning, it is important for families to document IEP services received. Some students may need compensatory (make-up) services. Schools will decide on a case-by-case basis which students qualify. Use this log to record each day's services. Services include specialized instruction or related services\* and any accommodations and modifications\*\*. This tool can be shared with the child study team to ensure that IEP Services are being provided. If no services were provided on a given day, just write “no services” in the chart.

See the examples below, then add your information. Maintain a separate log for each child.

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| --- | --- |
| **Child’s Name:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Subject** | **Required service, accommodation, or modification** | **Required time per IEP** | **Provider** | **Time spent** | **Comments/Notes/Pictures regarding child’s performance or regression** |
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| *Example**4-9-2020* |  | *OT* | *1 x per week for 30 minutes* | *Ms. Jones* | *20 min* | *Technology issue, only 20 min OT completed* |
| *Example 4-13-2020* | *Social Studies* | *Provide organizer or study guide* |  | *Mr. Hernandez* |  | *Received study guide just before test* |
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\***Related services** may include, but are not limited to, counseling, occupational therapy, physical therapy, interpreting services, speech-language pathology and audiology services, psychological services, and medical services for the purpose of diagnosis and education of the child.

\*\***Accommodations and modifications** may include, but are not limited to, extended time on tests, adaptive equipment, assistive technology, adaptive materials, class notes or modified curriculum, as identified on the child’s IEP.