

Policy for SPED Service Provision and Service Logs

SPED Service Provision

- If Community School for Creative Education is unsuccessful in the hiring of credentialed staff to provide Special Education related services, CSCE will establish a Master Contract with a California Department of Education (CDE) approved Non-Public Agency (NPA) to provide these services, in accordance with students' Individual Education Plans (IEPs).

SPED Record Keeping Through Service Logs

- Every student with an IEP has service logs for each service they receive, per their IEP.
- All support providers (external and on staff) will at all times maintain service logs from all service providers, utilizing the template attached under Appendix A. Service logs will include the date of service, duration of service, the goal being addressed during the session and the signature of the service provider.
- Service logs will be turned in to the educational specialist on a monthly basis. Service logs will be placed in each student's special education file within a specified timeframe, as determined by the Principal.

Date Approved: February 16, 2017

Date Amended: