

**“Nuts and Bolts of Completing “
The Related Service Provider Schedule with Mandates as Per IEP (D75 Form OSSS-4)**

Related Service Provider: Your name

School: Enter your Payroll School here. Complete one schedule, which includes all the schools, you work in. Whether you work in one or more than one school or sites, you still need only one schedule. If you run out of space in the caseload columns on the right, which include Student’s name, mandates, ID#, and Start Date, use an extra form to add those names.

of Students: Enter the number of mandated students you have started to serve throughout the week in total. This will reflect the same students whose names appear on this page.

Sessions Students Served: Enter the number of periods spent in counseling/speech/OT/PT/EVS/ HES. This number will reflect the number of boxes where you have written students’ names.

Time of Period: Begin with the starting time of your work day and count by 30/40/45 minutes, depending on your IEP mandates, from the top box to the end of your day. For example, if your day begins at 8:00, and you have 30 minute IEP mandates, starting at the top, it might read, 8:00-8:30, 8:30-9:00, and so on to 2:00-2:30, 2:30-2:50.
THIS COLUMN MUST REFLECT THE STARTING AND ENDING TIME OF YOUR WORKDAY.

Site/Site Hours/Phone:

Site: In each column indicate the site you are assigned to that day. If you travel to more than one site a day, indicate that in “The Boxes.”

Site Hours: Enter the student’s school-day hours for each site listed (student’s starting and ending times)

Phone: Enter the phone number at the site where you can be reached

“THE BOXES” should only indicate the names of students you are serving, your lunch period and one period a day for programmatic issues. This period should be before or after students are in school, or when they are least available. Travel time should be accurately indicated between sites, as well as Site/Phone of other than the first site of the day.

DO NOT ENTER NAMES OF STUDENTS UNTIL YOU HAVE SEEN THEM FOR THEIR FIRST DAY OF SERVICE.

Student’s Last Name, First Name or Initial: Start with student’s last name, comma, first name (If first name is too long, just use first letter of first name.) Enter students’ names in boxes on left in this same way.

Frequency/Duration/Group Size: (Found in Student’s IEP, Page 9)

Frequency: How many times a week you see child for a particular mandate

Duration: Length of time of session, e.g., 30 minutes, 45 minutes

Group Size: The number of students in the group as per the student’s IEP

Examples of Mandates:

Student A:

1 X 30 1:1 = once a week for 30 minutes individual service

1 X 30 3:1 = once a week for 30 minutes in a group of 3

Student B:

1 X 40 1:1 = once a week for 40 minutes individual service

2 X 40 5:1 = twice a week for 40 minutes in a group of 5

Each individual and group mandate is written on a separate line of the schedule.

ID #: Nine-digit student ID# can be found on all pages of IEP, student packet, cumulative record, etc.

Start Date: The first time in the school year when you provide the student their mandated service. It is preferable but not mandatory that a student’s individual and group mandates have separate start dates.

NOTES FOR COUNSELORS:

- Counselors should endeavor to see students for their first counseling sessions on the student’s first or second day of school.
- If on Page 9 of IEP under Related Service it lists counseling by SBST, this is only provided by a Psychologist or Social Worker. A School Based Support Team member should do this. If they cannot, a District 75 clinician should serve the student.

CONTACT YOUR SUPERVISOR IF YOU HAVE ANY QUESTIONS ABOUT COMPLETING THIS FORM. THANK YOU.