

Documentation of Services During a Suspension

A guidance document for individuals providing services to students
with IEPs during suspension or expulsion

Spring 2012

- Federal special education regulations require that students with an IEP must be provided services during periods of time when they are suspended for 11 or more consecutive days or 11 or more cumulative days.
- This is often described as the provision of a FAPE; a Free and Appropriate Public Education.
- Who determines what a FAPE is?

| 11 or more consecutive days suspension | 11 or more cumulative days suspension |
|---|--|
| This scenario is automatically considered a “change in placement”. | This scenario requires the district, along with at least one member of the IEP team, to determine if there is a pattern. |
| An IEP team, including the parent, determines the setting and services. | If there is a pattern, it’s considered a “change in placement”, and an IEP team, including the parent, determines the setting and services. |
| | If there is NOT a pattern, it’s not considered a “change in placement”, and the district, along with at least one member of the IEP team, determines the setting and services. |

- Services do not need to duplicate what the student receives if he/she were in school, but . . .
- Services must be appropriate to enable the student to continue to participate in the general education curriculum AND to progress toward meeting the goals set out in the current IEP.
- Services must include any ancillary services, such as speech and language therapy or school social work services. It’s critical for all providers to be kept “in the loop”.
- Services **MUST BE DOCUMENTED. IF THEY ARE NOT DOCUMENTED, THEY DIDN’T HAPPEN.**
- The following form, also available on the MOISD website, is suggested for documentation. It can be accessed by:

Going to www.moisd.org
 Hover over “Special Education”
 Click on “IEP/Medicaid Resources”
 Click on “Special Education Procedures Documents/Links”
 Click on “Discipline Documentation of a FAPE During Suspension”

Documentation of Provision of a Free and Appropriate Public Education During Suspension

Student Name: _____ Grade: _____ District: _____

Dates of Suspension for this Provision of a FAPE*: _____

Date/Time of Session: _____ Provider of Session: _____

*Note: Federal regulations require a *Free and Appropriate Public Education (FAPE) provided in disciplinary situations allow a) participation in the general curriculum; and b) progress on annual goals. Document how the activities provided in this offer of a FAPE comply with that regulation and file this with the district administrator in charge of this case.*

Lesson/Activity:

____ **Allows Participation in the General Curriculum**

____ **Allows Progress on Annual Goals (Attach Annual Goals/Objectives from Current IEP)**

.....

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____ **Allows Participation in the General Curriculum**

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Provider Signature

Date

Attach Additional Forms if Needed

Sample Documentation Form

Documentation of Provision of a Free and Appropriate Public Education During Suspension

Student Name: _____ Grade: _____ District: _____

Dates of Suspension for this Provision of a FAPE*: _____

Date/Time of Session: _____ Provider of Session: _____

Complete this entire area

*Note: Federal regulations require a *Free and Appropriate Public Education (FAPE) provided in disciplinary situations allow a) participation in the general curriculum; and b) progress on annual goals. Document how the activities provided in this offer of a FAPE comply with that regulation and file this with the district administrator in charge of this case.*

Lesson/Activity:

Complete one of these sections for each "lesson" or "activity". For example, if you are working with the student on math, you might say, "Worked on addition with two digit numbers with carrying." You can use more than one section of the form and more than one form if needed. Instructional activities must be provided in both the general curriculum AND to allow progress on the student's goals and objectives. Document everything you do during every session.

____ Allows Participation in the General Curriculum

____ Allows Progress on Annual Goals (Attach Annual Goals/Objectives from Current IEP)

Lesson/Activity:

Check one or both boxes, which ever applies.

____ Allows Participation in the General Curriculum

____ Allows Progress on Annual Goals (Attach Annual Goals/Objectives from Current IEP)

Lesson/Activity:

____ Allows Participation in the General Curriculum

____ Allows Progress on Annual Goals (Attach Annual Goals/Objectives from Current IEP)

Provider Signature _____ Date _____

Attach Additional Forms if Needed

NOTE:
Keep a copy for yourself and submit one to the school to be placed in the student's records.
Remember: If you don't document, it didn't happen!