Continuation of Services

SELDÁ

February 28, 2024
Continuation of Services

• Once a student is removed from the classroom for more than 10 days, the student is entitled to Compensatory Services so that the student receives FAPE.
Supervision and Monitoring of the Continuation of Services Process

• Building monitoring of discipline.
• District level monitoring of disciplinary issues.
• Student Record – Student Safety Data Monitoring.
Supervision and Monitoring of Building Level Discipline

Ask the following questions:

• How does the building level administrator communicate student discipline to the building level special education lead/administrator?

• Is student discipline reported in a timely manner?

• How is this discipline information communicated to the case manager?

• How is this discipline information used to support ongoing IEP development?

• How do you communicate with parents?
Supervision and Monitoring of District Level Discipline

Ask the following questions:

• How does the building level special education lead/administrator communicate student discipline to the Special Education Director?

• How does the Special Education Director monitor Student Record Data?

• How does this information make it back to the school level?
Supervision and Monitoring of Student Record Data Resources

Student Record reported for the previous fiscal year:

- DIS090 Suspensions with the Same Date and Days
- DIS092 Possible Duplicated Safety Records
- DIS095 OSS Greater than 10 days w/out Services
- DIS097 SWD System Totals by Discipline Action
Student Record Reports
Student Record Reports

Georgia Department of Education
Student Record Data Collection System (FY2020)

Student Record Application

Student Record Transmission Cycles

<table>
<thead>
<tr>
<th>Transmission Cycles</th>
<th>Current Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Record For 2020</td>
<td>• Address Level File Layout</td>
</tr>
<tr>
<td>Student Record For 2019</td>
<td>• Enrollment Level File Layout</td>
</tr>
<tr>
<td>Student Record For 2018</td>
<td>• Program Level File Layout</td>
</tr>
<tr>
<td>Student Record For 2017</td>
<td>• School Level File Layout</td>
</tr>
<tr>
<td>Student Record For 2016</td>
<td>• Special Education Level Layout</td>
</tr>
<tr>
<td>Student Record For 2015</td>
<td>• Student Level File Layout</td>
</tr>
<tr>
<td>Student Record For 2014</td>
<td>• Student Safety File Layout</td>
</tr>
<tr>
<td>Student Record For 2013</td>
<td>• System Level File Layout</td>
</tr>
<tr>
<td>Student Record For 2012</td>
<td>• FY2021 Data Collection FAQs</td>
</tr>
<tr>
<td>Student Record For 2011</td>
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</tbody>
</table>

Go To Main Menu

Student Record Main Menu

- Special Tools
- SR Reports Menu
- SR Primary Contacts
- Manual Report Request
- SR Transmission List
- SR Transmission Status

System Shut Down On: 06/15/2020 01:41:56

- Student Record Updates
Student Record Reports

Special Education Records are a great source of information and provide cumulative enrollment for SWD. The Discipline Reports for students are included in the Student Safety Reports.
## Student Records Reports

### Go To the Reports Menu

**Student Safety Level Reports**

- DIS010 System Totals By Incident Type
- DIS020 System Totals By Discipline Action
- DIS030 System Totals By Incident Counts
- DIS040 System Totals By Context and Location
- DIS050 System Totals By Action/Auxiliary
- DIS060 Student Safety Level Transmission Verification Report
- DIS070 Discipline Comparison Report
- DIS080 Student Safety EVENT Summary Report
- SRDISCALL Print ALL Summary Reports

- DIS090 Continuation of Services Report
- DIS091 Suspensions with Same Date and Days (W853)
- DIS092 Possible Duplicated Student Safety Records
- DIS093 In-Out School Suspensions Less Than One Day
- DIS095 OSS Greater Than 10 Days w/o Services
- DIS097 SWD System Totals by Discipline Action
- DIS099 Total Students Disciplined by Total Number of Incidents Reported
- SAF095 Students Administered Physical Restraint

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**DIS 091 & 092 are key to possible errors.**
SR DIS090 Suspensions with the Same Date and Days

- The report provides continuation of services, the number of days of OSS, and a primary area.
- If a student has >10 days OSS with no services, it is displayed in the portal and explanations must be provided.
SR DIS092 Possible Duplicated Safety Records

• Normally a student would not be given the same exact number of OSS days in one day.
• For example, the assistant principal may enter the information and later a data clerk may enter it ag
SR DIS095 OSS Greater than 10 days w/out Services

The LEA must reach out to any student on this report and offer services. The report allows you to drill down to the individual student information.

- This report identifies individual students who have exceeded 10 days without services. You must offer service!
- You can offer the services and then change the record to reflect services were provided.
SR DIS097 SWD System Totals by Discipline Action

<table>
<thead>
<tr>
<th>School Name</th>
<th>Unduplicated Student Count Per Discipline Action</th>
<th>Total Action Records</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>All Schools</td>
<td>14</td>
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<td></td>
<td>4</td>
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</tr>
<tr>
<td></td>
<td>1</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>System Totals</td>
<td>101</td>
<td>90</td>
<td>0</td>
</tr>
</tbody>
</table>

- This report provides an overview of students who received Action 20 - ISS, Action 30 - OSS, and Action 40 - Expulsion.
- This report is useful for examining the amount of suspension for disproportionality.

Selecting a school from the first column, you can drill down and get specific student information.
SR DIS097 SWD System Totals by Discipline Action

By clicking on the highlighted number, a table of student names, days of OSS, etc. is provided, as shown below.
Continuation of Services Compliance Process

- Develop a process for monitoring student discipline data.
- Develop a process for maintaining student discipline documentation. (Referrals)
- Develop a process for tracking and documenting parent communication. (offering, excepting, and declining services)
- Develop a process for tracking and documenting Compensatory Services offered and provided. (Parent Letters, IEP Meetings & Log Sheets)
- Document, Document, Document!
## Continuation of Services Compliance Process

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compensatory services were offered, but the parent declined the offer</td>
</tr>
<tr>
<td>2</td>
<td>Compensatory services were offered but the student did not attend</td>
</tr>
<tr>
<td>3</td>
<td>Compensatory services were provided</td>
</tr>
<tr>
<td>4</td>
<td>Compensatory services were not offered, and have not been provided</td>
</tr>
<tr>
<td>5</td>
<td>Compensatory Services were not offered, the student was not suspended for 11 days.*</td>
</tr>
<tr>
<td>6</td>
<td>Compensatory Services were not offered, the student was not suspended for 11 days as a SWD, or suspected SWD.**</td>
</tr>
</tbody>
</table>
Compliance Documents for: 1:
Compensatory services were offered, but the parent declined the offer

• A letter to parents that offers services and requires a response from the parent.
  - Sent home with the student
  - Sent U.S. mail if necessary
  - Emailed if necessary
  - Follow up with a phone call if necessary

• IEP meeting minutes that reflect services were offered to the student and accepted or declined by parents.

• MDR section or meeting minutes that reflect services that were offered to the student and accepted or declined by parents.
Compliance Documents for: 2:
Compensatory services were offered but the student did not attend

• A letter to parents that offers services and requires a response from the parent.
  - Sent home with the student
  - Sent U.S. mail if necessary
  - Emailed if necessary
  - Follow up with a phone call if necessary
• Evidence that the parent accepted services.
  - A time and location for services has been agreed upon
• A log sheet notes that the student is a “No Show”
Compliance Documents for: 3:
Compensatory services were provided

- A letter to parents that offers services and requires a response from the parent.
  - Sent home with the student
  - Sent U.S. mail if necessary
  - Emailed if necessary
  - Follow up with a phone call if necessary
- Evidence that the parent accepted services.
  - A time and location for services has been agreed upon
- A log sheet notes that the student attended.
Compliance Documents for: 4:
Compensatory services were not offered, and have not been provided

- Send a letter to parents that offers services and requires a response from the parent.
  - Sent home with the student
  - Sent U.S. mail if necessary
  - Emailed if necessary
  - Follow up with a phone call if necessary
- Evidence that the parent accepted services.
  - A time and location for services has been agreed upon
- A log sheet notes that the student attended
Compliance Documents for: 5:
Compensatory Services were not offered, the student was not suspended for 11 days.*

• Discipline Records
• Referrals
• Evidence of the specific number of days suspended
Compliance Documents for: 6:
Compensatory Services were not offered, the student was not suspended for 11 days as a SWD, or suspected SWD.

• Evidence that the student is not a SWD
Questions?

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