

July 1, 2022

# Continuation of Services Verification Report

Georgia Department of Education

Division for Special Education

FY2022 Data Collection

## 1.0 Continuation of Services Related Requirements for Discipline

Students with disabilities, even when suspended or expelled, must continue to receive services that allow them to participate in the general curriculum and to make progress toward their IEP goals. This provision of a Free Appropriate Public Education (FAPE) is specifically mandated in IDEA which states “A free appropriate public education must be available to all children residing in the State between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school, as provided for in Sec. 300.530(d)”. Sec. 300.101(a)

The educational and procedural rights for students excluded from school as a result of cumulative disciplinary exclusions **of greater than ten school days** in the same school year are outlined in State Board Rule 160-4-7-.10. One of those rights is for the continuation of services which must begin **on day eleven** of cumulative exclusions in the same school year. “After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the LEA must provide services to the extent required under this Rule.” [34 CFR § 300.530(b)(2)]

If your **district reported incidences of failure to provide FAPE** for cumulative disciplinary exclusions of greater than ten school days in the FY21 Student Record Student Safety collection, **you must complete the Continuation of Services Verification Report no later than August 31, 2022**. Corrections may not be made to the Student Record as the district has already verified by the superintendent’s signature that the Student Record data are accurate.

**If your district reported no incidences of failure to provide FAPE** for cumulative disciplinary exclusions of greater than ten school days in the FY22 Student Record Student Safety collection, the Continuation of Services Verification Report will state *“No students from your district require additional documentation for continuation of services.”* This statement serves as the verification of continuation of services for your district. **No additional response is required.**

Please note that the failure to provide services to students with disabilities who have been removed from his or her current placement for greater than ten school days in the same school year represents serious noncompliance with federal and state rules and regulations regarding students with disabilities. Once your response to the Continuation of Services Verification Report is received by the Division for Special Education Services and Supports and the data is verified, you will be notified if further action may be required to correct noncompliance. *You may be asked for additional clarification or be required to complete a Corrective Action Plan.*

The Continuation of Services Verification Report will be completed in the Special Education Applications Dashboard via the MyGaDOE Web Portal. To meet the requirement for timely and accurate reporting, data **must be submitted on or before August 31, 2022**. You must be provisioned in the role of Special Education Director for your district to access the data collection tool. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

If you have any questions, please contact Dawn Kemp or Ron Washington, Division for Special Education Services and Supports. Dr. Kemp or Dr. Washington may be reached at [dkemp@doe.k12.ga.us](mailto:dkemp@doe.k12.ga.us) or [ron.washington@doe.k12.ga.us](mailto:ron.washington@doe.k12.ga.us). The Divisions for Special Education Services and Supports will provide any technical assistance that you request to resolve these issues and prevent future noncompliance.

## 2.0 General Information

### 2.1 General Guidance

**2.1.1** The Continuation of Services Verification Report contains data on students with greater than 10 school days of disciplinary exclusion who were reported as not receiving services beginning the eleventh day of exclusion. *For an individual student, the number of days reported in the data may not represent a cumulative total of all suspension days.* Exclusions reported with “Continuation of Services” indicator of “Y” are not included in this report. The “Y” reported by your district signified that you did provide services to the student during the exclusion period.

**2.1.2** Services are not required for the first ten days of exclusion; therefore, all students in the Continuation of Services Verification Report have at least eleven days of exclusion and did not receive services for the days beyond ten days of exclusion.

### 2.2 Definitions

**FAPE – Free Appropriate Public Education (Sec. 300.17)**

Free appropriate public education or FAPE means special education and related services that –

- (a) Are provided at public expense, under public supervision and direction, and without charge;
- (b) Meet the standards of the SEA (state educational agency), including the requirements of this part;

- (c) Include an appropriate preschool, elementary school, or secondary school education in the State involved; and
- (d) Are provided in conformity with an individualized education program (IEP) that meets the requirements of §§300.320 through 300.32

## 2.3 Due Date and Contact Information

**2.3.1** If your district reported incidences of failure to provide FAPE for cumulative exclusions of greater than ten days in the FY21 Student Record Student Safety collection, you must respond to Continuation of Services report no later than August 31, 2022.

**2.3.2** If you have any questions, please contact Dawn Kemp, Division for Special Education Services and Supports. Dr. Kemp can be reached at (678) 340-6738 or [dkemp@doe.k12.ga.us](mailto:dkemp@doe.k12.ga.us). Dr. Ron Washington can also be contacted at [ron.washington@doe.k12.ga.us](mailto:ron.washington@doe.k12.ga.us).

## 3.0 Data Element Detail, Entering Data in the Dashboard

Boyce, Oswaldo										
GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE	Upload Documents
9002628475	Boyce	Oswaldo	Specific Learning Disability	M	Black	10	19	9	Please select FAPE Denied Reason	▼ ↑

Featherstone, Claude										
GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE	Upload Documents
9002725319	Featherstone	Claude	Specific Learning Disability	M	White	09	18	8	Please select FAPE Denied Reason	▼ ↑

### 3.1 Total Days

The total number of days with a continuation of services flag reported ‘N’ (No) for students with more than 10 days of exclusion who were reported as not receiving services beginning on day eleven. For an individual student, the number of days reported in the data may not represent a cumulative total of all suspension days. Exclusions reported with “Continuation of Services” indicator of “Y” (Yes) are not included in this report. Services are not required for the first ten days of suspension.

### 3.2 FAPE Denied Days

The total number of days beyond the tenth day of exclusion for which there

is no documentation that services for a student were continued.

“A free appropriate public education must be available to all children residing in the State between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school, as provided for in §300.530(d).”  
(Sec. 300.101(a))

### **3.3 LEA Response to Denial of FAPE – LEA Data Entry**

**Please choose one of the following options:**

- 1) Compensatory services were offered, but the parent declined the offer.
- 2) Compensatory services were offered, but the student did not attend.
- 3) Compensatory services were provided.
- 4) Compensatory services were not offered and have not been provided.
- 5) Compensatory Services were not offered, the student was not suspended 11 days. \*
- 6) Compensatory Services were not offered, the student was not suspended for 11 days as a SWD, or suspected SWD. \*\*

\*Additional days of OSS were reported in error in Student Record.

\*\*A student is suspected to be a student with a disability if: i) the parent expressed concern in writing to supervisory or administrative personnel or teacher that the child was in need of special education services, ii) the parent requested an evaluation for special education, iii) the teacher of the child or other personnel expressed specific concerns about a pattern of behavior of the child to the special education director or supervisory personnel of the LEA.

**Options 4 & 5 will represent a finding of non-compliance for the district.**

## **4.0 Directions for Accessing and Completing the Continuation of Services Verification Report**

### **4.1 My GaDOE Web Portal**

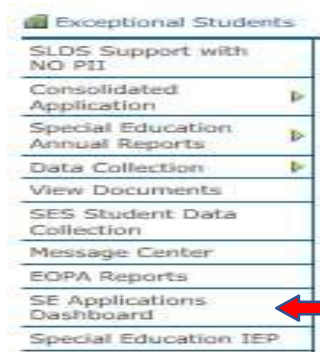
The Continuation of Services Verification Report will be completed via Special Education Applications Dashboard in the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

The portal can be accessed through the Georgia Department of Education Website at [www.gadoe.org](http://www.gadoe.org). The MyGaDOE login is located at the bottom of the page.

## 4.2 Accessing the Continuation of Services Verification Report

On your homepage, scroll until “SE Applications Dashboard” is displayed on the left-hand side of the page. Depending on your portal access, you will see a listing similar to the display below.

Select “SE Applications Dashboard” to open the Dashboard





The Continuation of Services Application (shown below) is the first tile in SE Applications. Select the View Application button circled below to enter the Application.

**Continuation Of Services** School Year 2021-22

Total Count: 3 Status: Available for Data Collection

Total Responses: 0

FAPE Denied Reason	Count
Compensatory services were offered, but the parent declined the offer	0
Compensatory services were offered but the student did not attend	0
Compensatory services were provided	0
Compensatory services were not offered, and have not been provided	0
Compensatory Services were not offered, the student was not suspended for 11 days.*	0
Compensatory Services were not offered, the student was not suspended for 11 days as a SWD, or suspected SWD.**	0

Due Date: Aug 31, 2022 Timeliness: Yes   **View Application**

### 4.3 Entering Data for Continuation of Services Verification Report

The application can be completed in more than one session. Follow the directions below for Saving Data. You will first need to save after the upload and then after entering the response.

Upload your supporting documentation for the response selected (such as attendance roster for services, attendance rosters, teacher documentation) and save. Select the appropriate response in the drop-down per data element definitions in Section 2 and save. All other data are pre-populated.

SE Applications Dashboard > Continuation Of Services 2021 Dundee County (999) Available for Data Collection

Featherstone, Claude										
GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE	Upload Documents
9002725319	Featherstone	Claude	Specific Learning Disability	M	White	09	18	8	Compensatory services were offered, but the parent declined the offer	Upload Documents
Select a Response										
Compensatory services were offered but the student did not attend										
Compensatory services were provided										
Compensatory services were not offered, and have not been provided										
Compensatory Services were not offered, the student was not suspended for 11 days.*										
Compensatory Services were not offered, the student was dismissed from special education.**										

Heier, John										
GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE	Upload Documents
9003846164	Heier	John	Specific Learning Disability	M	White	09	30	20		Upload Documents

### Saving the Continuation of Service Verification Report

Save each entry by selecting the Save button (shown below). The button is located at the bottom of the report page.

\*Additional days of OSS were reported in error in Student Record.  
\*\*A student is suspected to be a student with a disability if:  
i) the parent expressed concern in writing to supervisory or administrative personnel or teacher that the child was in need of special education services.  
ii) the parent requested an evaluation for special education.  
iii) the teacher of the child or other personnel expressed specific concerns about a pattern of behavior of the child to the special education director or supervisory personnel of the LEA.

Save Submit

A message (shown below) located at the top of the page will indicate that you have saved successfully.

SE Applications Dashboard > Continuation Of Services 2021 Dundee County (999) In Process

✓ Students Data have been saved successfully

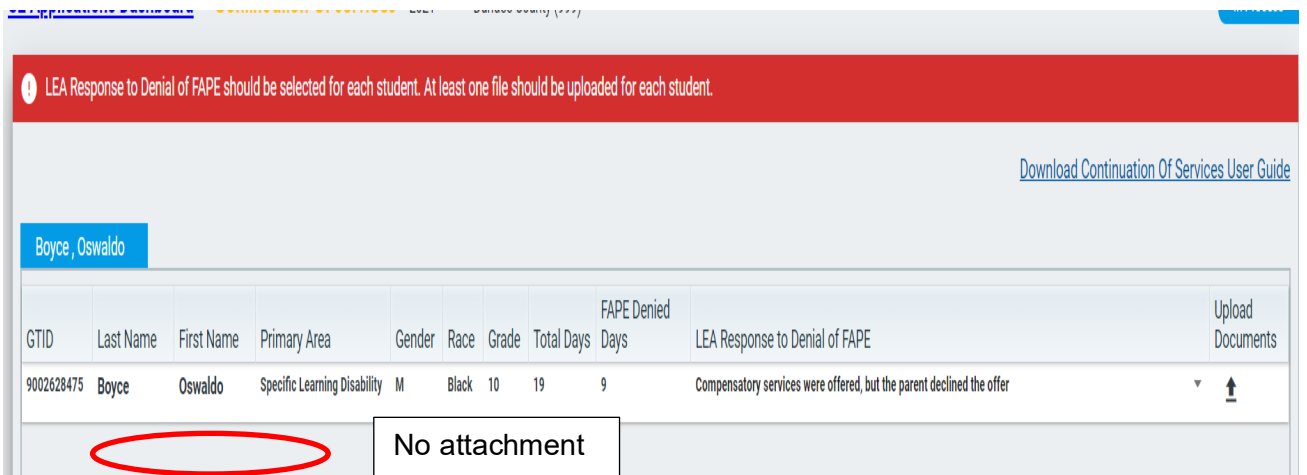
Boyce, Oswald										
GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE	Upload Documents
9002628475	Boyce	Oswaldo	Specific Learning Disability	M	Black	10	19	9	Compensatory services were provided	Upload Documents

## 5.0 Data Submission

Click on the Submit button (shown below) at the bottom of the page to submit your Continuation of Services report. To be considered a timely submission, your Continuation of Services Verification Report must have an electronic date stamp no later than midnight, August 31, 2022. You cannot submit your report until data is reported for all students. The Continuation of Services Verification Report can be accessed and updated multiple times, but once submitted, the report cannot be changed without contacting the Division for Special Education Services and Supports. If you find that you must correct your data prior to the deadline, contact Dawn Kemp at [dkemp@doe.k12.ga.us](mailto:dkemp@doe.k12.ga.us) to reopen your application.



There are two validation checks below to alert you to errors in your submission (both are shown below). One check alerts you to the lack of an attachment and the other to failing to provide a response reason. These errors must be corrected to enable submission.



A screenshot of a data submission interface. At the top, a red banner contains a warning icon and the text: "LEA Response to Denial of FAPE should be selected for each student. At least one file should be uploaded for each student." Below the banner is a link: "Download Continuation Of Services User Guide". The main area shows a table for a student named "Boyce, Oswaldo". The table has columns for GTID, Last Name, First Name, Primary Area, Gender, Race, Grade, Total Days, FAFE Denied Days, LEA Response to Denial of FAPE, and Upload Documents. The row for "Boyce, Oswaldo" shows: GTID 9002628475, Last Name Boyce, First Name Oswaldo, Primary Area Specific Learning Disability, Gender M, Race Black, Grade 10, Total Days 19, FAFE Denied Days 9, LEA Response to Denial of FAPE Compensatory services were offered, but the parent declined the offer, and an Upload Documents button. Below the table, a red oval highlights a "No attachment" warning box.

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAFE Denied Days	LEA Response to Denial of FAPE	Upload Documents
9002628475	Boyce	Oswaldo	Specific Learning Disability	M	Black	10	19	9	Compensatory services were offered, but the parent declined the offer	▼ ↑



LEA Response to Denial of FAPE should be selected for each student.

[Download Continuation C](#)

**Boyce, Oswaldo**

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE
9002628475	Boyce	Oswaldo	Specific Learning Disability	M	Black	10	19	9	Compensatory services were offered, but the parent declined the offer

Document Name	Attachment Name	Uploaded By	Uploaded On	
<a href="#">test page.docx</a>	tp	SEUAT Dundee	Jul 13, 2021	<a href="#">Delete</a>

**Featherstone, Claude**

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE
9002725319	Featherstone	Claude	Specific Learning Disability	M	White	09	18	8	Please select FAPE Denied Reason

Document Name	Attachment Name	Uploaded By	Uploaded On	
<a href="#">test page.docx</a>	tp	SEUAT Dundee	Jul 13, 2021	<a href="#">Delete</a>
<a href="#">test page.docx</a>	tp	SEUAT Dundee	Jul 13, 2021	<a href="#">Delete</a>

After successful data submission, you will see a statement at the top of the page providing the name of the individual completing the submission and the date stamp for the submission. Please make a copy of this confirmation for your records.

[SE Applications Dashboard](#) > [Continuation Of Services](#) 2021 > Dundee County (999) [Submitted](#)

✓ Continuation of Services data has been submitted by SEUAT Dundee on 7/13/21, 9:15 AM

## 6.0 Sample data submission upload examples

Samples of possible data collection documents that could be uploaded with the LEA Response are provided below. These are examples only, and the determination of correction of noncompliance is based upon the relevance of the documents in alignment with the LEA Response to Denial of FAPE.

### Attendance Sheet Samples

PowerSchool SIS

# Attendance

## Sample to show

District Office 20-21 Year

### < 11 days OSS

**Dates of Attendance**

Ima Student 7 11256

Dates of all absences for Homeroom 6 Exp. HR(MF) (000000006.201) YTD:

1. 04/26/2021 - O
2. 04/27/2021 - O
3. 04/28/2021 - O
4. 04/29/2021 - O
5. 04/30/2021 - O
6. 05/03/2021 - O
7. 05/04/2021 - O
8. 05/05/2021 - O
9. 05/06/2021 - O
10. 05/07/2021 - O
11. 05/14/2021 - U
12. 05/17/2021 - U
13. 05/18/2021 - U

Infinite Campus

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tools Calendar

**Student 2** SWD EIP/REP

Grade: 07

Summary **Enrollments** Schedule **Attendance** Flags Grades Transcript Credit Summary

New Period Detail Daily Detail

**Term 1st 9wks 08/24/2020 - 10/19/2020**  
Instructional Days: 39 Present Days: 38.04

Period	*HR	1	2	3	4	5	T
Absent	1	1	1	1	1	1	6
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

**Term 2nd 9wks 10/20/2020 - 12/18/2020**  
Instructional Days: 39 Present Days: 38.04

Period	*HR	1	2	3	4	5	T
Absent	1	1	1	1	1	1	6
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	3	3

**Term 3rd 9wks 01/07/2021 - 03/10/2021**  
Instructional Days: 39 Present Days: 35.16

Period	*HR	1	2	3	4	5	T
Absent	4	4	5	5	4	4	26
Early Release	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0

**Term 4th 9wks 03/11/2021 - 05/13/2021**  
Instructional Days: 39 Present Days: 34.2

Period	*HR	1	2	3	4	5	T
Absent	5	5	8	5	7	7	37
Early Release	0	0	0	0	0	0	0
Tardy	0	1	0	0	1	0	2

Date	*HR	Period				
		1	2	3	4	5
05/12/2021 Wed			UNX			
05/11/2021 Tue			UNX			
05/06/2021 Thu	UNX	UNX	UNX		UNX	UNX
04/30/2021 Fri					UNX	
04/01/2021 Thu	OSS	UNX	UNX	UNX	UNX	UNX
03/23/2021 Tue					CO	UNX
03/19/2021 Fri	UNX	UNX	UNX	UNX	UNX	UNX
03/16/2021 Tue		CO	XA	UNX	UNX	UNX
03/12/2021 Fri	OSS	OSS	OSS	OSS	OSS	OSS
03/11/2021 Thu	OSS	OSS	OSS	OSS	OSS	OSS
03/10/2021 Wed	OSS	OSS	OSS	OSS	OSS	OSS
03/03/2021 Wed	UNX	UNX	UNX	UNX		UNX
02/24/2021 Wed			UNX	UNX	UNX	UNX
02/23/2021 Tue	UNX	UNX	UNX	UNX	UNX	
02/22/2021 Mon	UNX	UNX	UNX	UNX	UNX	UNX
12/11/2020 Fri						CO
12/10/2020 Thu						TDY
11/17/2020 Tue						TDY
11/05/2020 Thu	UNX	UNX	UNX	UNX	UNX	UNX
09/02/2020 Wed	UNX	UNX	UNX	UNX	UNX	UNX

1/1

**Letter Offering Compensatory Services**

**ABC MIDDLE SCHOOL**

7 Main Street  
Anyplace, Georgia 33333  
(123)222-3333

Date: 05/07 /2022

Parent of: John Smith  
PARENT ADDRESS:55 GREY RD., Anyplace, GA 33333

RE: John Smith

Dear Ms. Smith:

We have recently received documentation that John was suspended out of school for more than 10 days during the 2021-2022 school year. Since John had an Individualized Education Program, he is entitled to receive limited educational services for out-of-school suspension. These educational services must be tailored for him to provide access to the general education curriculum.

We are offering to provide compensatory educational services for John. We can discuss the provision of these services either through an IEP meeting, or by agreement without a meeting. Please contact Ima Teacher (IST) within 10 days of the receipt of this letter to schedule services.

Sincerely,

Mr. Principal

## Documentation of Parental Refusal/Declining Services

Super Star  
School System

222 Main Street  
Anyplace, GA  
22222

Telephone: (111)222-3333

Dr. Ima Leader, Superintendent

Johnny Joe was given a 10-day suspension which began on March 21, 2022. This was his second infraction that led to a suspension. The first three days of suspension took place in October. On March 29, 2022, a Manifestation Determination Review (MDR) meeting was held virtually. Results of this meeting indicated that the infraction was not a manifestation of his disability. He was to carry out the remaining days of his suspension and he was referred to a Tribunal. At the conclusion of the MDR meeting, Mrs. Ima Teacher verbally offered services for Johnny Joe. The parents declined. A letter was also mailed to the parents. The parents did not respond to the letter and withdrew Johnny Joe from school on March 31, 2022.

## Documentation of Compensatory Services Provided

### Best Way Public Schools

*Dr. Ima Boss, Superintendent*

#### Compensatory—Home/Community-Based Services Documentation Form

Student: Ima Student School: Any Grade: 7 Manager: Ima Teacher  
 Parent: Ima Parent Phone: 111-222-3333 Address: 123 ABC Street  
 Eligibility Area: SLD Duration of Services(Starting and Ending Dates): 03.01 - 03.30.2021  
 Service: **Compensatory** AES Home/Community-Based Hours Required: 1 Hour  
 I, \_\_\_\_\_, decline Compensatory—AES—Home/Community-Based Services at this time  
Parent or student if 18 or older  
 because \_\_\_\_\_

\_\_\_\_\_  
Parent or Adult Student Signature Date

Date of Service	Time Service Provided	Hours/Minutes	Parent/Student Signature
03.01.2021	4:00 PM	30 Minutes	Ima Parent
03.16.2021	4:00 PM	30 Minutes	Ima Parent

\*If you are seeking reimbursement for mileage, you must complete and submit the mileage portion of the Tutorial Expense Statement.

Service Provider: Mr. Teacher School: Middle School  
 Service Provider Signature: Mr. Teacher Date: 3/16/21 Assignment Completed yes  
 Lead Teacher Signature: \_\_\_\_\_ Assignment Completed yes  
 Student Services Director Signature: Ima Lead Teacher Date: 3.31.2021  
 Fund: N A