

Process for Documenting Annual Goal and Service Time

24:05:27:01.03. Content of individualized education program

The Description of Services section in the IEP allows the district and team to document specially designed instruction to meet the needs of the individual student. Services in a student's IEP must be written clearly so that the school's commitment of resources to meet those individual needs are apparent to parents and other members of the IEP team. This section documents what, when, where, how often, and how long the service will be provided for each area student is eligible and should at the minimum align to the student's annual goals. The purpose of this training document is to make the link between annual goal, service time, and progress monitoring.



Step 1: Present Levels of Academic Achievement and Functional Performance (PLAAFP):

Area of Need:	
Strength	Needs/Skills to Improve

Step 2: Annual Goal: Select a skill (need) that will provide the greatest impact for student to progress in general education:

Skill Area Goal:			
Condition	Performance	How well	How often

Step 3: Description of Service: Team must determine how much time instruction will be provided to make progress and what location(s) will be best learning environment.

Skill Area Goal:			
Goal	Frequency	Duration	Location

Note: The description of services documents specially designed instruction that meets the needs of the individual student and may go beyond just the annual goals.

Another way to think about it for the team is to document it all together so can ensure the annual goal, and the service time are connected.

Annual Goal				Description of Services		
Condition	Performance	How well	How often	Frequency	Duration	Location

Step 4: Documentation of implementation and progress on the goal:

Staff, implementing the annual goal must keep record of the implementation and progress on the annual goal. Best practice to include date, time, and location along with notes on strategies/interventions used. Since district is required report progress on the annual goals, the district must track the data collected and student progress.

Examples

Student has annual goals in reading (15 minutes/5 days per week), math (20 minutes/4 days per week), and behavior (general education classroom 3 different 20-minute sessions daily). The IEP team determined the student is removed from math and reading class because disability impact on math calculation processes, comprehension, and behavior is not successful with accommodations and supports. The student will be taught general education curriculum aligned to content standards in those areas. Student will work on classroom curriculum and on goal during that 50-minute class time.

Incorrect Example Below:

Goal/Area	Frequency	Duration	Location
Math	5 days per week	50 minutes	Sped Room
Reading	4 days per week	50 minutes	Sped room
Behavior	5 days per week	60 minutes	Classroom

Why incorrect? The district only documented class time being removed for the classes. It does not clearly document difference between class removal and instruction on the goal. The student is working specifically on the goal during the class time, but frequency, duration, or instruction is not clear.

Correct Example Below:

Goal/Area	Frequency	Duration	Location
Math calculation	4 days per week	20 minutes	Sped Room
Reading comprehension	5 days per week	15 minutes	Sped room
Behavior	3 sessions daily	20 minutes	Classroom
Class for math and reading will be in special education room working on general education curriculum	5 days per week	50 minutes per day	Special education room

Why correct: It clearly documents time and where the student will receive instruction on the annual goals. It also includes where student will receive instruction in a setting not with general education peers due to student's disability and levels of support required.

NOTE: There are different ways to document depending on the district's system. To meet compliance the goal must clearly document the frequency, duration, and location the specially designed instruction will take place.