

Documenting the Frequency, Location and Duration of Related Services

The Individuals with Disabilities Act (IDEA) requires that the Individualized Education Program (IEP) for a student receiving related services contain a statement of the “anticipated frequency, location, and duration of those services, 34 Code of Federal Regulations (CFR) §300.320(a)(7).

The Federal Register dated August 14, 2006, provides guidance in this area within its discussion of the comments regarding the proposed 2006 IDEA regulations. A comment to the regulations asked for clarification regarding the term duration. The response in the Federal Register was:

The meaning of the term “duration” will vary, depending on such things as the needs of the child, the service being provided, the particular format used in an IEP, and how the child’s day and IEP are structured. What is required is that the IEP include information about the amount of services that will be provided to the child, so that the level of the agency’s commitment of resources will be clear to parents and other IEP Team members. The amount of time to be committed to each of the various services to be provided must be appropriate to the specific service, and clearly stated in the IEP in a manner that can be understood by all involved in the development and implementation of the IEP. (Federal Register, Vol 71 No 156 p. 46667)

Requirements for Documenting the Provision of Related Services

- Frequency – *how often* the child will receive the service(s) (number of times per day or week). If the service is less than daily then the conditions for the provision of the services must be clearly specified within the ARD documents using a weekly reference (ex: 1 hour per week, 30 minutes every two weeks)
- Duration - *how long* each “session” will last (number of minutes) and *when* services will begin and end (starting and ending dates)
- Location - *where* services will be provided (in the general education classroom or another setting such as a special education resource room).

Local Education Agencies (LEA) are advised to review their current practices regarding documenting the frequency, duration, and location of related services. The LEA’s commitment of resources should be clear to parents and other IEP team members and clearly stated in the IEP in a manner that is understood by all involved in the development and implementation of the IEP.