

Service Logging

Services can be logged directly in SameGoal.

Related services

Steps *To log related services:*

1. Ensure the related services the child will be receiving are documented in **Section 7** of the **IEP**.
2. Complete the IEP.
3. Create an **IEP Related Service Log** for each related service the student will receive.
 - All related services, goals, and objectives will be pulled from the completed IEP.
4. Enter in the provider(s).
5. Check all related services and goals that are addressed.
 - Optionally, delete goals and services that are not relevant.
6. Share the document with whoever will be logging the services.
7. Add a log for each service.
8. Document progress as needed directly in the Service Log.
9. Leave the document open while service continues and complete the document once services have concluded.

Specially designed instruction

Steps *To log specially designed instruction:*

1. Ensure the specially designed instruction the child will be receiving is documented in **Section 7** of the **IEP**.
2. Complete the IEP.
3. Create an **IEP Specially Designed Instruction Log** for each specially designed instruction the student will receive.
 - All instructions, goals, and objectives will be pulled from the completed IEP.
4. Enter in the provider(s).
5. Check all specially designed instructions and goals that are addressed.
 - Optionally, delete goals and services that are not relevant.
6. Share the document with whoever will be logging the services.
7. Add a log for each service.
8. Document progress as needed directly in the Service Log.
9. Leave the document open while service continues and complete the document once services have concluded.