samegoal

Total Allowable Minutes

Total allowable minutes (for related services and speech therapy) are reported in the **Custom Layout (ARD)** report, which can be found by going to **Reports** > **SHARS Coordination**.

Calculation

Total allowable minutes for services are calculated by multiplying the **minutes** in service by the **frequency** over the **duration** of the service (based on the service Begin and End dates).

- **Example:** If the service is 20 minutes, 2x per month, and the duration is from 9/1/25 to 5/31/26 (9 months), total allowable minutes will be:

$$20 \times 2 \times 9 = 360$$

- **Example:** If the service is 10 minutes, 1x per week, and the duration is from 9/1/25 to 5/31/26 (39 weeks), total allowable minutes will be:

$$10 \times 1 \times 39 = 390$$

Special Considerations

There are a few cases when the calculation is done slightly differently.

If the service duration spans multiple school years, only the service dates that fall within the school year will be taken into account (this only applies to regular school year services, as ESY services should fall completely outside of the school calendar).

- **Example:** If the service duration is from 1/1/25 to 12/31/25, but the 24/25 school year ends on 5/31/25 and the 25/26 school year starts on 9/1/25, only dates that fall within the service duration AND the school year will be taken into account. Thus the duration used to calculate total allowable minutes will be:

1/1/25 - 5/31/25 plus 9/1/25 - 12/31/25

If a student has services documented in an IEP, but before those services end, the student has a new IEP developed, only dates that come before the new IEP Start date will be taken into account.

- **Example:** If the service duration in the first IEP is from 9/1/25 to 5/31/26, but a new IEP is implemented that starts on 1/1/26, then the artificial End date of the first IEP will be 12/31/25. Thus the duration used to calculate total allowable minutes will be:

9/1/25 - 12/31/25

Potential Errors

While running this report, you may choose to include **Invalid** records. Records are considered invalid if they have an error. Potential errors include:

- Either the Begin or End date for a service falls outside of the school calendar. In this case:
    - The service dates should be updated so they are within the school calendar dates and a new service should be added as an ESY service OR
    - The school calendar should be updated
- The service Begin date is after the service End date. In this case, the service dates should be updated.