

Report Name: **Services Report**

Purpose: The purpose of this report is to review Services data for individual students or a group of students with closed IEPs. This report includes Service Nature; Student; Local ID; Resident County; Resident School; Service County; Service School; Start Date; End Date; Hours/Minutes per Week; ESY.

1. Choose the **Reports** button from any screen in the Maryland Online IEP.
2. From the list of available reports, click on **Service Reports**.
3. The Services Report can be filtered by Resident County/School, Service County/School and/or Grade.
4. Once criteria have been selected, click Show Students to view the names of the students that meet the selected criteria.



Tip: The search will only yield results for resident and service schools to which the user is assigned.



Note: If the service county and school, as well as, the Resident County and school criteria are selected, the reporting tool will yield a smaller, more specific set of results. Selecting the resident county will produce a report of students within the selected county regardless of Service County. Selecting the service county will produce a report of students within the selected county regardless of Resident County.

5. Choose which student or students will be included in the Services report by clicking on the square check box next to the desired student's name or to choose all students, click the Select All button.

Services Report

Residence County
Training County

Residence School
 Public Private

Public Schools
Training High

Service County

Grade

Service Nature

Get Students

Select All

Clear All

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Black, Art | <input type="checkbox"/> Crawford-1, Holly | <input type="checkbox"/> Crawford-11, Holly |
| <input type="checkbox"/> Crawford-12, Holly | <input type="checkbox"/> Crawford-13, Holly | <input type="checkbox"/> Crawford-14, Holly |
| <input type="checkbox"/> Crawford-15, Holly | <input type="checkbox"/> Crawford-16, Holly | <input type="checkbox"/> Crawford-17, Holly |
| <input type="checkbox"/> Crawford-18, Holly | <input type="checkbox"/> Crawford-19, Holly | <input type="checkbox"/> Crawford-2, Holly |
| <input type="checkbox"/> Crawford-20, Holly | <input type="checkbox"/> Crawford-21, Holly | <input type="checkbox"/> Crawford-22, Holly |
| <input type="checkbox"/> Crawford-23, Holly | <input type="checkbox"/> Crawford-24, Holly | <input type="checkbox"/> Crawford-25, Holly |
| <input type="checkbox"/> Crawford-3, Holly | <input type="checkbox"/> Crawford-4, Holly | <input type="checkbox"/> Crawford-5, Holly |
| <input type="checkbox"/> Crawford-6, Holly | <input type="checkbox"/> Crawford-7, Holly | <input type="checkbox"/> Crawford-8, Holly |
| <input type="checkbox"/> Crawford-9, Holly | <input checked="" type="checkbox"/> P Black, Art | <input type="checkbox"/> Crawford-8, Holly |
| | | <input checked="" type="checkbox"/> Trainer, Brian |

Run Report by School(s)

Run Report by Students

- The Services Report can be sorted by school or student name. To view by **school**, click Run Report by School(s) or to view by **students' names**, click Run Report by Students.
- The results can be viewed on screen, printed or downloaded to a CSV file.

Services report by Student

Services Report

Resident County: Training County
 Resident School: Training High
 Service County: Any
 Service School: Any
 Grade: Any
 Service Nature: Any

Carol Anne High				
SERVICE NATURE	REGULAR SCHOOL YEAR		EXTENDED SCHOOL YEAR	
	NUMBER OF STUDENTS	TOTAL HOURS PER WEEK	NUMBER OF STUDENTS	TOTAL HOURS PER WEEK
Classroom Instruction	4	9.83	1	0.00
Speech/Language Therapy	1	60.00	0	0.00

Training High				
SERVICE NATURE	REGULAR SCHOOL YEAR		EXTENDED SCHOOL YEAR	
	NUMBER OF STUDENTS	TOTAL HOURS PER WEEK	NUMBER OF STUDENTS	TOTAL HOURS PER WEEK
Classroom Instruction	1	1.00	0	0.00

Services Report by School

Services Report

Resident County: Training County
 Resident School: Training High
 Service County: Any
 Service School: Any
 Grade: Any
 Service Nature: Any

SERVICE NATURE	STUDENT	SASID	LOCAL ID	CURRENT GRADE	IEP DATE	RESIDENT COUNTY	RESIDENT SCHOOL	SERVICE COUNTY	SERVICE SCHOOL	DISABILITY	OLD RACE	NEW RACE	START DATE	END DATE	INSIDE OR OUTSIDE OF GEN ED	PRIMARY PROVIDER	# OF SESSIONS	FREQUENCY	DURATION (WEEKS/YEAR)	LENGTH OF TIME	HOURS/MINUTES PER WEEK	ESY
Classroom Instruction	Art Black	4561239877		Grade 1	01/01/2011	Carol Anne	Carol Anne High	Carol Anne	Carol Anne High	SPECIFIC LEARNING DISABILITY		White	1/1/2011	1/1/2012	In General Education	Special Education Classroom Teacher	1	Weekly	32 weeks	0 hours 30 minutes	30 minutes	No
Classroom Instruction	Brian Trainer		17036	Grade 3	04/14/2009	Carol Anne	Carol Anne High			SPECIFIC LEARNING DISABILITY	White (not Hispanic)	White	6/21/2010	8/16/2010	In General Education	Special Education Classroom Teacher		Monthly	36 weeks	0 hours 30 minutes		Yes
Classroom Instruction	Brian Trainer		17036	Grade 3	04/14/2009	Carol Anne	Carol Anne High			SPECIFIC LEARNING DISABILITY	White (not Hispanic)	White	4/16/2009	4/13/2010	In General Education	Special Education Classroom Teacher	4	Weekly	36 weeks	0 hours 45 minutes	3 hours	No
Classroom Instruction	Brian Trainer		17036	Grade 3	04/14/2009	Carol Anne	Carol Anne High			SPECIFIC LEARNING DISABILITY	White (not Hispanic)	White	4/16/2009	4/13/2010	In General Education	Special Education Classroom Teacher	4	Weekly	36 weeks	0 hours 45 minutes	3 hours	No
Classroom Instruction	Brian Trainer		17036	Grade 3	04/14/2009	Carol Anne	Carol Anne High			SPECIFIC LEARNING DISABILITY	White (not Hispanic)	White	4/16/2009	4/13/2010	Outside General Education	Special Education Classroom Teacher	5	Weekly	36 weeks	0 hours 40 minutes	3 hours 20 minutes	No
Speech/Language Therapy	Brian Trainer		17036	Grade 3	04/14/2009	Carol Anne	Carol Anne High			SPECIFIC LEARNING DISABILITY	White (not Hispanic)	White	4/14/2009	4/13/2010	Outside General Education	Speech/Language Pathologist	2	Weekly	36 weeks	30 hours 0 minutes	60 hours	No
Classroom Instruction	Art Black	456123987		Grade 9	02/13/2017	Training County	Training High	Training County	Training High	SPECIFIC LEARNING DISABILITY		White	2/13/2017	2/12/2018	In General Education	Special Education Classroom Teacher	2	Weekly	36 weeks	0 hours 30 minutes	1 hours	No