

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Introduction:

The purpose of this document is to provide examples relevant to BCCS for reporting enrollment, attendance, membership, and Special Education Service Hours (SESH) in Early Childhood Special Education.

For all examples given, the assumption is that all services are documented on the IEP.

Table of Contents

- ❖ [Enrollment Changes/Reporting Enrollments Examples](#)
- ❖ [Initial Evaluation Examples](#)
- ❖ [Part C Home Visit Examples](#)
- ❖ [Part B Non-Classroom Examples](#)
- ❖ [Part B Self-Contained Classroom Examples](#)
- ❖ [Part B General Education Classroom Examples](#)

In SpEd Forms...

The screenshot shows the 'SpEd Forms' interface for a user named 'Arya Stark'. The interface includes a search bar and a list of forms. The forms are categorized into folders: 'REFERRAL AND EVALUATION', 'PRIOR WRITTEN NOTICE: PART C', 'SERVICE PLAN', 'CHILDREN POTENTIALLY ELIGIBLE UNDER PART B', 'TRANSITIONING AFTER 6 MONTHS OF PART C SERVICE IN MINNESOTA', and 'ENROLLMENT AND ATTENDANCE'. Under the 'ENROLLMENT AND ATTENDANCE' folder, there are four forms: 'Special Education data sheet', 'Service Log', 'Enrollment', and 'Attendance'. A blue arrow points to the 'Enrollment' form.

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Enrollment Changes Examples - (reported by case manager)

Situation 1

- A child was referred and entered into Synergy/SpEd Forms. The team has now completed the evaluation and they qualified.

Steps:

- Complete the [SpEd & 504 Reporting Form](#).
 - Choose the following:
 - ☐ ECSE: To report an evaluation enrollment &/or to report a closed referral
 - Complete the questions on the form. You will need the referral (Part C)/consent (Part B) date and the results meeting date.

Situation 2

- The same child qualified for an IEP. The student started in the self-contained classroom on 11/1/2022.

Steps:

- Complete the [SpEd & 504 Reporting Form](#).
 - Choose the following:
 - ☐ To report a student that has initially qualified for SpEd services and has started services (Including ECSE, including Part C to Part B)
 - Complete the questions. Be sure to report the start date, setting, primary disability, and whether or not the child has special transportation.

Situation 3:

- A child was referred and entered into Synergy/SpEd Forms. The referral did not go to evaluation, the evaluation was not able to be completed, or they were evaluated and did not qualify.

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Steps:

- Complete the [SpEd & 504 Reporting Form](#).
 - Choose the following:
 - ☒ ECSE: To report an evaluation enrollment &/or to report a closed referral
- Complete the questions. Be sure to report the end date for the enrollment. This could be when a PWN was sent or if an eval occurred, when the results meeting was held.

Situation 4:

- A child had their C to B eval. completed and they have now turned 3 and are in a classroom setting.

Steps:

- Complete the [SpEd & 504 Reporting Form](#).
 - Choose the following:
 - ☐ To report a student that has initially qualified for SpEd services and has started services (Including ECSE, including Part C to Part B)
- Complete the questions. Be sure to report the start date, setting, primary disability, and whether or not the child has special transportation.

[-return to table of contents](#)

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Initial Evaluation Examples

Steps:

- Navigate to the desired month/year
- Click “Add New Attendance Record.” (Enter provider number if needed. SpEd Forms adds your number by default.)
- Click the drop down for Evaluation.
- Enter Attendance & Membership minutes.
- Give a brief description of evaluation activity.
- (Click the delete symbol to remove a record as necessary.)

Example 1:

- The ECSE Teacher and SLP evaluate a child that was newly referred. The teachers administers the BDI-3. The SLP records a language sample. Each document observations and interview the parent independently. Visit=90 minutes.
-

Example 1: Documentation:

		Special Education Minutes				
		Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
1055	Initial Evaluation	90	90			IEP Service Grid
Description: Interview parent, administer BDI-3, Obs		Service: ---Select Service---				
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐		---Select Reason---				Duplicate Days: Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐
157	Initial Evaluation	90	90			IEP Service Grid
Description: Interview parent, language sample, Obs		Service: ---Select Service---				
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐		---Select Reason---				Duplicate Days: Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐

Notice: There is no service selected and no special education service minutes recorded. Both professionals are able to submit for both attendance and membership due to completing unique evaluation activities during the visit.

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Example 2:

- During the evaluation window, the ECSE teacher worked on the evaluation summary for 60 minutes on 5/7/2020 and the IFSP on 5/8/2020. The results meeting was held on 5/10/2020.

Example 2: Documentation:

Thursday, May 7 2020	
Not an instructional day	
1055 Evaluation Att. Mins 60 Mem. Mins 60 Special Education Minutes Ind. Mins Dir. Mins	
Description: Evaluation Summary section-IFSP Service: ---Select Service---	
AM: PM: Tardy: Exc.: Unexc.: Sus.: ---Select Reason--- Duplicate Days M T W Th F	

Friday, May 8 2020	
Not an instructional day	
1055 Evaluation Att. Mins 120 Mem. Mins 120 Special Education Minutes Ind. Mins Dir. Mins	
Description: Wrote IFSP Service: ---Select Service---	
AM: PM: Tardy: Exc.: Unexc.: Sus.: ---Select Reason--- Duplicate Days M T W Th F	

Example 3:

- The OT worked on writing up the sensory profile for one hour.

Example 3 Documentation:

191 Evaluation Att. Mins 60 Mem. Mins 60 Special Education Minutes Ind. Mins Dir. Mins	
Description: Write up sensory profile Service: ---Select Service---	
AM: PM: Tardy: Exc.: Unexc.: Sus.: ---Select Reason--- Duplicate Days M T W Th F	

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

[-return to table of contents](#)

Part C Home Visit Examples

Example 1:

- The ECSE teacher and OT conduct a joint visit for 60 minutes.

Example 1 Documentation:

Example 1 Documentation:

The screenshot displays two attendance records in the BCCS system. The first record (ID 1055) is for 'Attendance' with a description of 'Home visit', service of 'Birth-3: Developmental Skills', and 60 minutes. The second record (ID 157) is for 'Attendance' with a description of 'Home visit-joint with ECSE teacher', service of 'Occupational Therapy', and 60 minutes. Both records show 'Special Education Minutes' with 'Att. Mins' and 'Mem. Mins' set to 60.

While Part C typically attempts to make up misses visits, you may find that you need to document a session as absent.

Example 1 Documentation if absent and visit not made up.

Example 1 Documentation if absent and visit not made up.

The screenshot displays two attendance records in the BCCS system, both marked as 'Absent'. The first record (ID 1055) is for 'Absent' with a description of 'Specialized Instruction: Early Childhood Developmental Skills', service of 'Specialized Instruction: Early Childhood Developmental Skills', and 60 minutes. The second record (ID 157) is for 'Absent' with a description of 'Occupational Therapy', service of 'Occupational Therapy', and 60 minutes. Both records show 'Special Education Minutes' with 'Att. Mins' and 'Mem. Mins' set to 60.

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Example 2:

- The OT & PT conduct a joint home visit for 60 minutes.

Add New Attendance Record

173
Attendance

Special Education Minutes

Att. Mins
Mem. Mins
Ind. Mins
Dir. Mins

60
60
60
60

IEP Service Grid

Description:

OT/PT Joint home visit

Service:
Occupational Therapy

AM:
PM:
Tardy:

Exc.:
Unexc:
Sus:

---Select Reason---

Duplicate Days

Duplicate

M
T
W
Th
F

222
Attendance

Special Education Minutes

Att. Mins
Mem. Mins
Ind. Mins
Dir. Mins

60
60
60
60

IEP Service Grid

Description:

OT/PT Joint home visit

Service:
Physical Therapy

AM:
PM:
Tardy:

Exc.:
Unexc:
Sus:

---Select Reason---

Duplicate Days

Duplicate

M
T
W
Th
F

[-return to table of contents](#)

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Part B Non-Classroom Examples

Example 1:

- A child comes in for a 45 minutes speech session 1x per week.

Example 1 Documentation:

Add New Attendance Record

		Special Education Minutes				
	Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins		
173 Attendance	45	45		45		IEP Service Grid
Description:		Service: Speech/Language				
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc.: ☐ Sus: ☐		---Select Reason--- Duplicate Days:				Duplicate
		M ☐ T ☐ W ☐ Th ☐ F ☐				

Example 2:

- An ECSE teacher and an SLP are working together with a child for one hour at a daycare center. The day after, the two providers debrief the visit and plan for next time for 15 minutes (indirect).

Example 2 Documentation for visit day:

Add New Attendance Record

		Special Education Minutes				
	Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins		
173 Attendance	60	60		60		IEP Service Grid
Description:		Service: Specialized Instruction: Early Childhood Developmental Skills				
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc.: ☐ Sus: ☐		---Select Reason--- Duplicate Days:				Duplicate
		M ☐ T ☐ W ☐ Th ☐ F ☐				

		Special Education Minutes				
	Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins		
181 Attendance				60		IEP Service Grid
Description:		Service: Speech/Language				
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc.: ☐ Sus: ☐		---Select Reason--- Duplicate Days:				Duplicate
		M ☐ T ☐ W ☐ Th ☐ F ☐				

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Example 2 Documentation for following day:

Add New Attendance Record

173
Attendance

Special Education Minutes

Att. Mins
Mem. Mins
Ind. Mins
Dir. Mins

15
15
15

Description:

Service:
Specialized Instruction: Early Childhood Developmental Skills

AM:
PM:
Tardy:
Exc.:
Unexc:
Sus:

---Select Reason---

Duplicate Days

Duplicate

M
T
W
Th
F

181
Attendance

Special Education Minutes

Att. Mins
Mem. Mins
Ind. Mins
Dir. Mins

15
15
15

Description:

Service:
Speech/Language

AM:
PM:
Tardy:
Exc.:
Unexc:
Sus:

---Select Reason---

Duplicate Days

Duplicate

M
T
W
Th
F

[-return to table of contents](#)

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Part B Self-Contained Classroom Examples

Example 1:

- A child is in the self-contained special education classroom Monday-Thursday 12:30-2:30pm.
- That same child has 30 minutes of speech on Tuesdays.
- That same child has 30 minutes of OT on Wednesdays.
- On Fridays, the teacher does 15 indirect minutes.

Example 1 Documentation over 1 week:

Monday

+ Add New Attendance Record

199	Attendance		Special Education Minutes				
			Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
			120	120		120	
Description:		Service: Specialized Instruction: Early Childhood Developmental Skills					
Self-contained class							
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc.: ☐ Sus: ☐		---Select Reason---				Duplicate Days: Duplicate Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐	

Tuesday

+ Add New Attendance Record

199	Attendance		Special Education Minutes				
			Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
			120	120		120	
Description:		Service: Specialized Instruction: Early Childhood Developmental Skills					
Self-contained class							
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc.: ☐ Sus: ☐		---Select Reason---				Duplicate Days: Duplicate Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐	

173	Attendance		Special Education Minutes				
			Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
						30	
Description:		Service: Speech/Language					
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc.: ☐ Sus: ☐		---Select Reason---				Duplicate Days: Duplicate Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐	

Wednesday

199
Attendance

Special Education Minutes
Att. Mins Mem. Mins Ind. Mins Dir. Mins
120 120 120

[IEP Service Grid](#)

Description: Self-contained class
Service: Specialized Instruction: Early Childhood Developmental Skills

AM: ☐ PM: ☐ Tardy: ☐
Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

173
Attendance

Special Education Minutes
Att. Mins Mem. Mins Ind. Mins Dir. Mins
30

[IEP Service Grid](#)

Description:
Service: Occupational Therapy

AM: ☐ PM: ☐ Tardy: ☐
Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

Thursday

+ Add New Attendance Record

Special Education Minutes



Attendance

Att. Mins

120

Mem. Mins

120

Ind. Mins

Dir. Mins

120

[IEP Service Grid](#)

Description:

Self-contained class

Service:

Specialized Instruction: Early Childhood Developmental Skills

AM: ☐ **PM:** ☐ **Tardy:** ☐
Exc.: ☐ **Unexc:** ☐ **Sus:** ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ **T** ☐ **W** ☐ **Th** ☐ **F** ☐

Friday

+

Add New Attendance Record

173

Attendance

Special Education Minutes

Att. Mins

Mem. Mins

Ind. Mins

Dir. Mins

15

15

15

[IEP Service Grid](#)

Description:

ECSE indirect

Service:

Specialized Instruction: Early Childhood Developmental Skills

AM: ☐

PM: ☐

Tardy: ☐

Exc.: ☐

Unexc.: ☐

Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M

T

W

Th

F

[-return to table of contents](#)

Add New Attendance Record

[] Attendance ▼ ⓘ

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
360	360	[]	[]

[IEP Service Grid](#)

Description:
VPK preschool

Service: ---Select Service--- ⓘ

AM: ☐ PM: ☐ Tardy: ☐
Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason--- ⓘ Duplicate Days []
Duplicate
M ☐ T ☐ W ☐ Th ☐ F ☐

198 Attendance ▼ ⓘ

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
15	15	15	30

[IEP Service Grid](#)

Description:

Service: Specialized Instruction: Early Childhood Developmental Skills ⓘ

AM: ☐ PM: ☐ Tardy: ☐
Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason--- ⓘ Duplicate Days []
Duplicate
M ☐ T ☐ W ☐ Th ☐ F ☐

322 Attendance ▼ ⓘ

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
15	15	15	30

[IEP Service Grid](#)

Description:

Service: Occupational Therapy ⓘ

AM: ☐ PM: ☐ Tardy: ☐
Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason--- ⓘ Duplicate Days []
Duplicate
M ☐ T ☐ W ☐ Th ☐ F ☐

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Example 1 Documentation if the student was absent on a Monday:

Add New Attendance Record

Absent

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
	360		

[IEP Service Grid](#)

Description:

Service:

AM: ☐ **PM:** ☐ **Tardy:** ☐
Exc.: ☐ **Unexc:** ☐ **Sus:** ☐

---Select Reason---

Duplicate Days

M ☐ T ☐ W ☐ Th ☐ F ☐

198 **Attendance**

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
15	15	15	30

[IEP Service Grid](#)

Description:

Service:

AM: ☐ **PM:** ☐ **Tardy:** ☐
Exc.: ☐ **Unexc:** ☐ **Sus:** ☐

---Select Reason---

Duplicate Days

M ☐ T ☐ W ☐ Th ☐ F ☐

322 **Attendance**

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
15	15	15	30

[IEP Service Grid](#)

Description:

Service:

AM: ☐ **PM:** ☐ **Tardy:** ☐
Exc.: ☐ **Unexc:** ☐ **Sus:** ☐

---Select Reason---

Duplicate Days

M ☐ T ☐ W ☐ Th ☐ F ☐

Example 2:

- A child is in the multi-age class that meets Monday-Thursdays 8:30am-11:30am.
- The child has speech each Monday for 30 minutes.
- On Tuesdays, the SLP does 15 indirect minutes observing, consulting, and creating visuals.

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Example 2 Documentation over 1 week Monday-Thursday:
Monday (Example 2)

+ Add New Attendance Record

Attendance Att. Mins 180 Mem. Mins 180 Ind. Mins Dir. Mins 		IEP Service Grid
Description: Multi-age class Service: ---Select Service---		
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐ ---Select Reason--- Duplicate Duplicate Days 		
M ☐ T ☐ W ☐ Th ☐ F ☐		

173 Attendance Att. Mins Mem. Mins Ind. Mins Dir. Mins 30		IEP Service Grid
Description: Service: Speech/Language		
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐ ---Select Reason--- Duplicate Duplicate Days 		
M ☐ T ☐ W ☐ Th ☐ F ☐		

Tuesday (Example 2)

+ Add New Attendance Record

Attendance Att. Mins 180 Mem. Mins 180 Ind. Mins Dir. Mins 		IEP Service Grid
Description: Multi-age class Service: ---Select Service---		
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐ ---Select Reason--- Duplicate Duplicate Days 		
M ☐ T ☐ W ☐ Th ☐ F ☐		

173 Attendance Att. Mins 15 Mem. Mins 15 Ind. Mins 15 Dir. Mins 		IEP Service Grid
Description: Consultation, Visuals, Observe Service: Speech/Language		
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐ ---Select Reason--- Duplicate Duplicate Days 		
M ☐ T ☐ W ☐ Th ☐ F ☐		

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Wednesday (Example 2)

Add New Attendance Record

Attendance

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
180	180		

[IEP Service Grid](#)

Description:

Multi-age class

Service:

---Select Service---

AM: ☐ PM: ☐ Tardy: ☐

Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason---

Duplicate

Duplicate Days

M ☐ T ☐ W ☐ Th ☐ F ☐

Thursday (Example 2)

Add New Attendance Record

Attendance

Special Education Minutes

Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins
180	180		

[IEP Service Grid](#)

Description:

Multi-age class

Service:

---Select Service---

AM: ☐ PM: ☐ Tardy: ☐

Exc.: ☐ Unexc.: ☐ Sus: ☐

---Select Reason---

Duplicate

Duplicate Days

M ☐ T ☐ W ☐ Th ☐ F ☐

Example 3:

- A child is in the 3's class that meets Tuesday-Thursday 8:45am-1:45pm.
- The same child receives 30 minutes of direct DHH services on Wednesdays.
- The same child receives 10 minutes of indirect case management services on Thursdays.
- The same child receives 270 minutes of audiology indirect services per year and 30 minutes of this occurred on Thursday of the week being documented.

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Example 3 Documentation:

Tuesday (Example 3)

+ Add New Attendance Record

	Attendance	Special Education Minutes Att. Mins Mem. Mins Ind. Mins Dir. Mins 300 300	IEP Service Grid
Description: 3's pre-k class		Service: ---Select Service---	
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐		---Select Reason--- 	
		Duplicate Days Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐	

Wednesday (Example 3)

+ Add New Attendance Record

	Attendance	Special Education Minutes Att. Mins Mem. Mins Ind. Mins Dir. Mins 300 300	IEP Service Grid
Description: 3's pre-k class		Service: ---Select Service---	
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐		---Select Reason--- 	
		Duplicate Days Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐	

	344 Attendance	Special Education Minutes Att. Mins Mem. Mins Ind. Mins Dir. Mins 30	IEP Service Grid
Description: 		Service: Deaf/Hard of Hearing Instruction	
AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐		---Select Reason--- 	
		Duplicate Days Duplicate M ☐ T ☐ W ☐ Th ☐ F ☐	

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Thursday (Example 3)

		Special Education Minutes				
	Attendance	Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
3's pre-k class	300	300				IEP Service Grid
Description:	Service: ---Select Service---					
AM: ☐ PM: ☐ Tardy: ☐	Duplicate Days					
Exc.: ☐ Unexc.: ☐ Sus: ☐	---Select Reason---					Duplicate
						M ☐ T ☐ W ☐ Th ☐ F ☐

		Special Education Minutes				
	Attendance	Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
235	10	10	10			IEP Service Grid
Description:	Service: Case Management					
AM: ☐ PM: ☐ Tardy: ☐	Duplicate Days					
Exc.: ☐ Unexc.: ☐ Sus: ☐	---Select Reason---					Duplicate
						M ☐ T ☐ W ☐ Th ☐ F ☐

		Special Education Minutes				
	Attendance	Att. Mins	Mem. Mins	Ind. Mins	Dir. Mins	
173	30	30	30			IEP Service Grid
Description:	Service: Audiology Services					
AM: ☐ PM: ☐ Tardy: ☐	Duplicate Days					
Exc.: ☐ Unexc.: ☐ Sus: ☐	---Select Reason---					Duplicate
						M ☐ T ☐ W ☐ Th ☐ F ☐

Example 4:

- A child is in the mult-age class Monday-Thursday 8:30am-11:30am.
- They also receive ECSE Developmental Skills Services 4xweek/each day for 20 minutes.
- They also receive speech services for 20 minutes on Monday and Tuesday.
- The ECSE teacher also does 10 minutes indirect on Thursdays.

Example 4 Documentation:

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Monday (Example 4)

Add New Attendance Record

Attendance

Special Education Minutes

Att. Mins

Mem. Mins

Ind. Mins

Dir. Mins

180

180

[IEP Service Grid](#)

Description:

Multi-Age class

Service:
---Select Service---

AM:
☐
PM:
☐
Tardy:
☐
Exc.:
☐
Unexc:
☐
Sus:
☐

---Select Reason---

Duplicate Days

Duplicate

M
☐
T
☐
W
☐
Th
☐
F
☐

211

Attendance

Special Education Minutes

Att. Mins

Mem. Mins

Ind. Mins

Dir. Mins

20

[IEP Service Grid](#)

Description:

Service:
Specialized Instruction: Early Childhood Developmental Skills

AM:
☐
PM:
☐
Tardy:
☐
Exc.:
☐
Unexc:
☐
Sus:
☐

---Select Reason---

Duplicate Days

Duplicate

M
☐
T
☐
W
☐
Th
☐
F
☐

112

Attendance

Special Education Minutes

Att. Mins

Mem. Mins

Ind. Mins

Dir. Mins

20

[IEP Service Grid](#)

Description:

Service:
Speech/Language

AM:
☐
PM:
☐
Tardy:
☐
Exc.:
☐
Unexc:
☐
Sus:
☐

---Select Reason---

Duplicate Days

Duplicate

M
☐
T
☐
W
☐
Th
☐
F
☐

**Early Childhood Special Education
Enrollment, Attendance, Membership, and SESH
BCCS Examples**

Tuesday (Example 4)

Add New Attendance Record

Attendance

Special Education Minutes

Att. Mins Mem. Mins Ind. Mins Dir. Mins

180 180

[IEP Service Grid](#)

Description: Multi-Age class

Service: ---Select Service---

AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

211 Attendance

Special Education Minutes

Att. Mins Mem. Mins Ind. Mins Dir. Mins

20

[IEP Service Grid](#)

Description:

Service: Specialized Instruction: Early Childhood Developmental Skills

AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

112 Attendance

Special Education Minutes

Att. Mins Mem. Mins Ind. Mins Dir. Mins

20

[IEP Service Grid](#)

Description:

Service: Speech/Language

AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

Wednesday (Example 4)

Add New Attendance Record

173 Attendance

Special Education Minutes

Att. Mins Mem. Mins Ind. Mins Dir. Mins

180 180

[IEP Service Grid](#)

Description: Multi-Age class

Service: ---Select Service---

AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

211 Attendance

Special Education Minutes

Att. Mins Mem. Mins Ind. Mins Dir. Mins

20

[IEP Service Grid](#)

Description:

Service: Specialized Instruction: Early Childhood Developmental Skills

AM: ☐ PM: ☐ Tardy: ☐ Exc.: ☐ Unexc: ☐ Sus: ☐

---Select Reason---

Duplicate Days

Duplicate

M ☐ T ☐ W ☐ Th ☐ F ☐

 Add New Attendance Record

[-return to table of contents](#)