

IEP Service Minutes Log

Record each session as it happens, then total the minutes at the bottom of the page.



Student _____ Grade _____ School year _____ Provider _____

Service area _____ Required min/week _____ IEP start _____ IEP end _____

Date	Start	End	Minutes	Service / activity	Setting	Notes / progress	Initials
					1:1 · group · push-in		
					1:1 · group · push-in		
					1:1 · group · push-in		
					1:1 · group · push-in		
					1:1 · group · push-in		
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					1:1 · group · push-in		
					1:1 · group · push-in		
					1:1 · group · push-in		
					1:1 · group · push-in		
					1:1 · group · push-in		

Minutes this page _____ Minutes owed this period _____ Ahead / behind _____

Missed & Makeup Sessions

Keep a record of every missed session and when the minutes were made up.



Student _____

Grade _____

School year _____

Provider _____

Whether missed services are made up, and how, is decided by the IEP team under your district's procedures, not by a fixed minute-for-minute rule. Record every missed session here so the team has an accurate picture. To see the weekly minutes it would take to catch up, use the free calculator at tiimli.co/tools/iep-minutes-calculator.

Date missed	Minutes missed	Reason	Makeup date	Minutes made up	Notes	Initials
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				
		Student absent · provider out · other				

Total minutes missed _____

Total minutes made up _____

Not yet made up _____