

INSTRUCTIONS FOR COMPLETING
SUFFOLK COUNTY
SPECIAL EDUCATION PRESCHOOL PROGRAM SEIT SERVICE

“Record of SEIT Service Log Notes” form (Exhibit 2a)

Type or Print Clearly:

Enter in the top box: the Name of Student, Student’s DOB, SEIT Provider’s Name, Agency/School name. Check whether the SEIT is the Coordinator of Services and enter the name of the School District, IEP service delivery dates, and Frequency and Duration of service. Check whether Individual or Group session and Location where the service is being provided.

In the Large Box below the top box enter **FOR EACH SESSION the following:** Date of Service; Check “Yes” or “No” to indicate whether the session is a Make-up; enter the Beginning and Ending Time of session, IEP Goals(s) Targeted, Activity or Lesson description including the Objectives and Measures of Success, and Responses of the Child.

Print the Name of the Parent/Caregiver and enter the Relationship to the Child.

The Parent/Caregiver must sign and enter the date the form was signed.

Parents/Caregivers are reminded **NOT TO SIGN BLANK LOG NOTES.**

At the bottom of the page the SEIT must sign and date the form

There should be no lapse in dates on the log notes. Missed sessions must be entered on the log note with the reason such as “child sick”, “SEIT sick”, “family on vacation”, etc. A **parent signature is also required** for log notes indicating that a session was missed.

All parent signatures must be complete signatures and not initials. If a caregiver is signing for services then the parent must give written permission for that person to sign the log notes by completing the “Parent/Guardian Consent for Alternate Verification Signature” form (Exhibit 6).

Completed and signed log notes should be submitted to the SEIT’s agency. Agencies must attach these notes to all billing forms submitted to Suffolk County.

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