

Add Service Logs for One Student

Distribution: RTI Providers and Supervisors

User Reference Guide



Step-by-Step Guide

Add Service Logs for One Student

Service Logs may be recorded for each Active Intervention.

Step 1: To enter Service Logs click on the Service Log button of the

Student Information					
Last Name:	Aant	First Name:	Marley	Middle Name:	MD
Gen Ed ID#:	300100100	Alt ID#:		Gender:	Male
Date of Birth:	9/20/2001	Age:	12 Yrs. 10 Mos.	Social Security #:	
Ethnicity:	Non-Hispanic or Non-Latino	Native Language:	English	Grade:	7
Race:	White	Translator:	No		
Designated LEP:	No	Cohort Year:			
Classroom Teacher:					
Provider:					
Site:	North Pine Hills Middle School				
Address 1:	100 East Main Street	Address 2:		City:	This Old Town
State:	NY	Zip:	12345	County:	Westchester
Home #:	(914) 444-8989				
Notation:	Marley is allergic to peanuts				

Step 2: Enter:

- Date of service (Defaults to current date)
- Provider
- Minutes
- Comments (if applicable)

Step 3:
Click **Save** to save this entry and return to the student record
OR
Click **Add** to enter additional Service Log

Step 4: When finished click **Save**