


Service Matrix

WHAT IS IT?
& WHY IS IT IMPORTANT?



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The Service Matrix is
the area in the IEP that details
the Special Education,
Related Services and
Supplementary Aids & Services
according to
Frequency, Location, and Duration.

ADDITIONAL DETAILS:

Development, Review and Revision of the IEP



CODE OF FEDERAL REGULATIONS

34 CFR 300.324



WASHINGTON
ADMINISTRATIVE CODE

WAC 392-172A-03110

ADDITIONAL DETAILS:

Definition of the Individualized Education Program



CODE OF FEDERAL REGULATIONS

34 CFR 300.320



WASHINGTON
ADMINISTRATIVE CODE

WAC 392-172A-03090

FREQUENCY

- How long is a session of service?
- And how often is each session of service?

DURATION

- When will the service start and end?



SERVICE MATRIX

Special Education,
Related Services, and
Supplementary Aids & Services

IEP Requirements

WAC 392-172A-03090

LOCATION

- In reference to the Continuum of Placement, where is the student receiving services?

DELIVERY

- Who will deliver the services? And who oversees?



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FREQUENCY

- How long is a session of service?
- And how often is each session of service?

FREQUENCY

Frequency is determined by the IEP team. It is an account of how long each session of service lasts and how often each session of service shall occur.

For example: 30min/daily or 60min/monthly

LOCATION

Location refers to the setting in which the service is provided to the student. Each service must list the location for that service. So, it is an opportunity for the IEP team to choose the Least Restrictive Environment (LRE) for each service.

Remember:

Related Services are Special Education.

Supplementary Aids & Services are General Education.

For example: General Education or Special Education

LOCATION

- In reference to the Continuum of Placement, where is the student receiving services?

DURATION

Duration addresses when the service is to begin and end. The IEP team is required to review the IEP at least once per year. So, Duration is typically less than or equal to one year.

For example:

12/01/24 to 12/01/25

DURATION

- When will the service start and end?

DELIVERY

Delivery specifies which staff will provide the service to the student and also who will oversee that staff or staff member.

While this is not a specific requirement for the IEP, it does provide clarity to the parent on what service will entail as different staff have different qualifications.

For example: Special Education Staff (supervised by) Special Education Teacher

DELIVERY

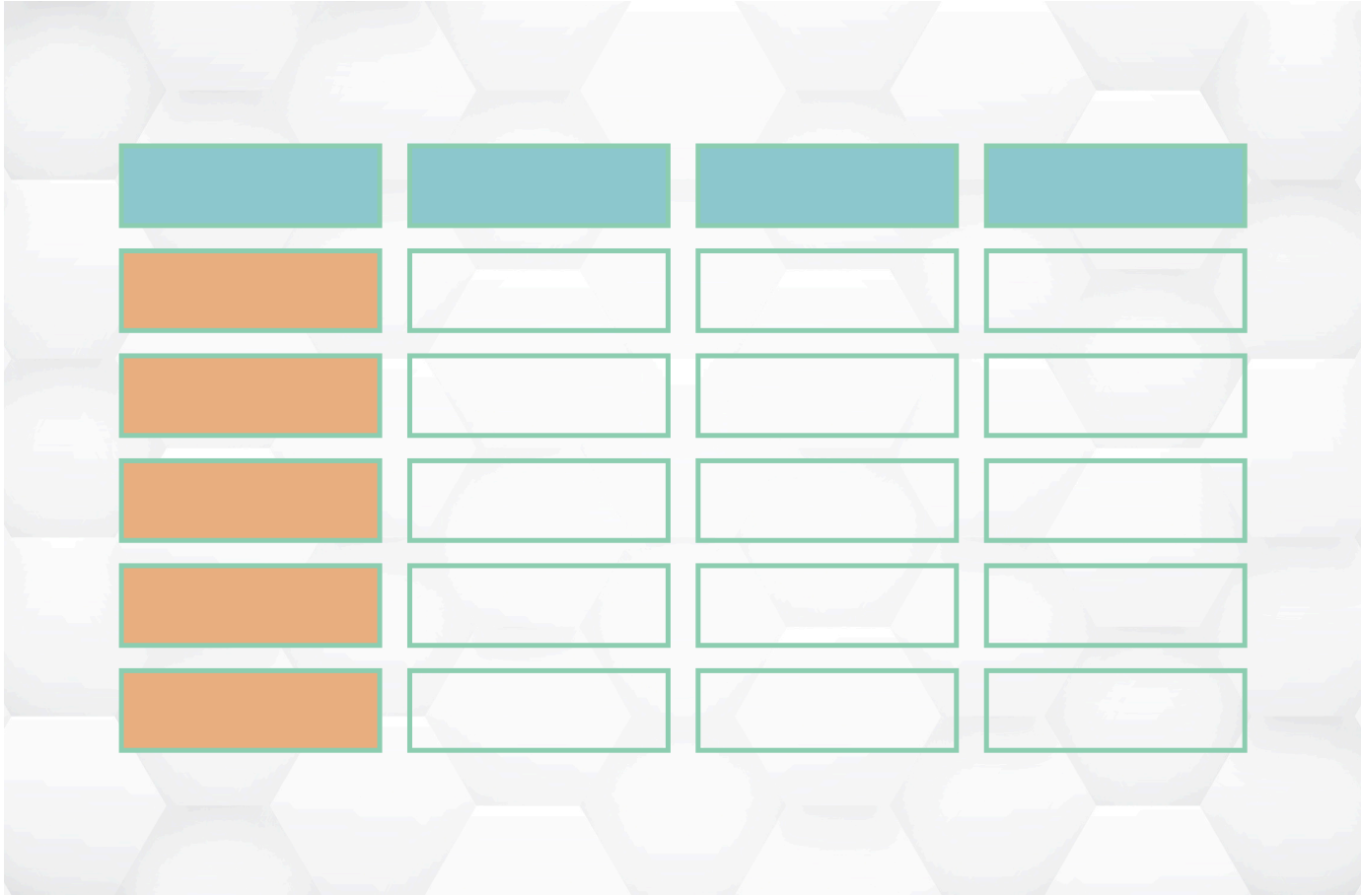
- Who will deliver the services? And who oversees?

IN THE IEP

The Service Matrix is commonly found in a table chart format. Frequency, location, duration and delivery are columns labeled across the top.

Each service is listed individually making rows corresponding with the columns. Services should be specific according to overall 'subject' or 'area'.

The services are determined by the IEP team after reviewing the evaluation results and individualized according to the student's needs.



Frequency/Location/Duration/Delivery

CONCURRENT SERVICES

Services that happen at the same time can be labeled as 'Concurrent' on the Service Matrix.

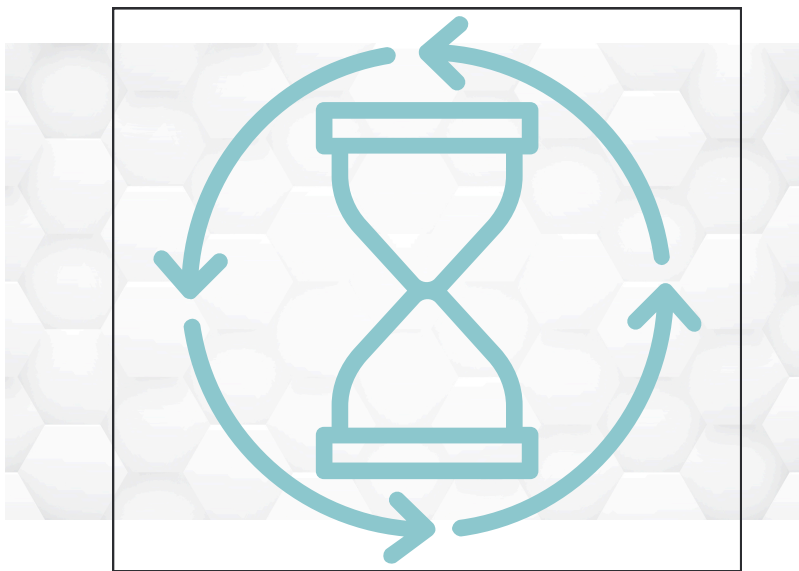
This can be confusing and problematic as the services must be identified clearly. Consequently, using the term 'Concurrent' should be done cautiously.

Services provided by support staff such as a 1:1 Paraeducator are an example of a concurrent service.

For example: 1:1 support is provided at the same time as math services in the resource room making it concurrent.



SERVICE MATRIX



Schedule
Frequency

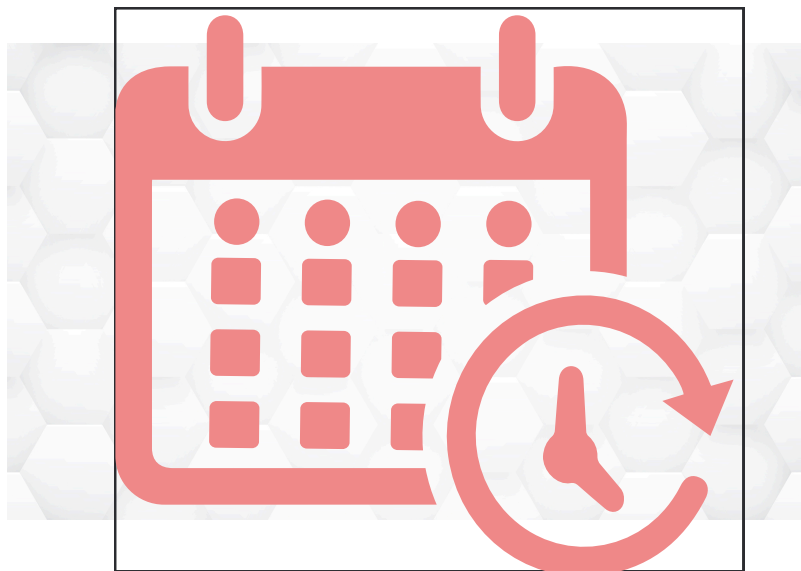
How long is a session of service?

And how often is a session of service?



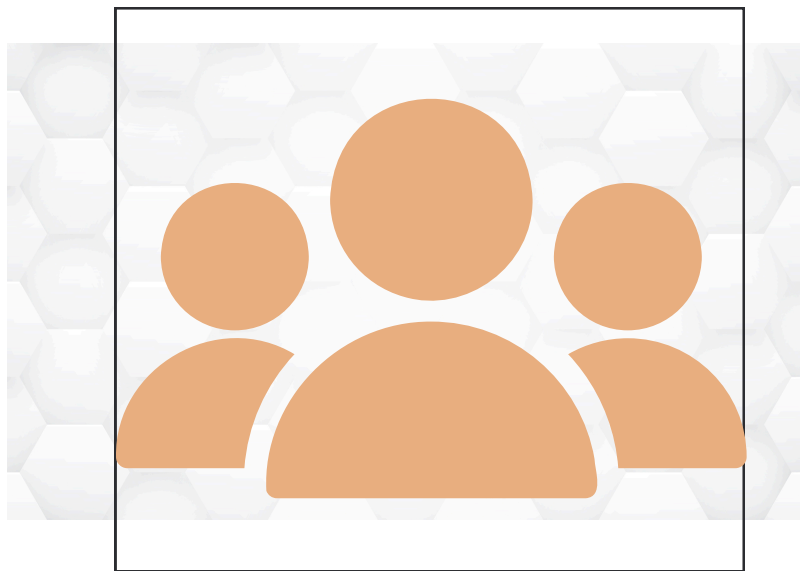
Setting
Location

Where on the Continuum of Placement is the service being provided?



Calendar
Duration

When does the service begin and end?



Staff
Delivery

Who delivers the service?

And who oversees or supervises the delivery of service?



Thank you!



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