

Remote Students/Documentation Needed

1. During the COVID-19 pandemic in 2020-2021, many SLPs provided remote S/L services.
2. In the event that a future need for remote services arises, you need to collect and save the following documentation:
 - A. Tracking Log: ask your special education administrator or S/L Supervisor to share this with you.
 - B. Keep an electronic tracking log for each student for whom you are providing extended remote services. Include date, type of service provided, parental contacts, service minutes, activities, student performance.
 - C. At the end of the school year, upload each tracking log into the student's Embrace record.
 - D. You can also create an email folder to document parental communication.
 - E. This can also be uploaded into Embrace

Individualized Remote/Alternative Learning Plan (IRLP): this is a form in Embrace which was used to document the type of special education services that would be provided if remote learning was necessary. Ask your special education administrator if your district is still completing an IRLP at IEP meetings.