



## RELATED SERVICES PROVIDER EXPECTATIONS 2025

This guide outlines the standards and expectations that the Georgia Connections Academy (GACA) has established for therapists contributing to the Individualized Education Program (IEP) process. It provides clear guidance on how therapists should input data, provide student progress updates, and maintain accurate and timely documentation. All therapists working with GACA are expected to follow these procedures to ensure consistency, compliance, and the highest quality of support for all students.

## IEP Input

Please ensure the following information is provided for the annual review of IEPs

- Present Levels of Performance (PLAAPF) -

***Student ID:***

***Student Name:***

***Most Recent Evaluation Data (if applicable):***

***Progress Monitoring Data on Current Goals (if applicable):***

***Current Strengths:***

***Current Weaknesses (aligns to goals):***

***Recommended Accommodations (if applicable)***

***Anecdotal Information:***

***Recommended Goals (Please list baseline performance):***

***Recommended Service Time:***

***Rationale for change in service (if applicable):***

All goals should be written in a SMART format with a double qualifier

- Goals should be monitored over 3 periods for mastery.
- If there is a lack of progress or mastery across all goals, they should be updated
- Summary notes must be written in complete sentences; not 80% (Correct Example: On Benchmark 3, Dylan answered % comprehension questions correctly demonstrating 80% accuracy on answering comprehension questions on his instructional level.)
- Providers cannot select "Not reported"

## Progress Monitoring

Progress notes/summary **MUST** include what the student was assessed on and how they performed. Progress should be in GO or submitted to the Related Services Coordinator by the following dates for each Quarter:



- **Quarter 1:** Oct 1, 2025
- **Quarter 2:** Dec 5, 2025
- **Quarter 3:** Feb 27, 2026
- **Quarter 4:** May 1, 2026

## Schedules/Attendance

- Therapists will keep individual Connexus planners up-to-date with student schedules and Zoom link.

### Make-up Sessions

- We **DO NOT** offer make-ups if a student cancels less than 24 hours prior to session.
- Therapists are obligated to offer make-up sessions if they cancel
  - make-up sessions should be scheduled within 30 days of the therapist canceled session
  - If a CT declines the make-up session provided, therapist is not obligated to provide another session
- We offer make-ups if the absence is excused and more than 24 hours was given
  - Therapists are **NOT** obligated to provide make-up sessions for ST cancellations
  - If a make-up session is provided, it should be within 30 days of the missed session
- Notify GACA of excessive make-ups owed.
  - Compensatory time is only **required** for provider cancellations

## Logging

Providers should use the following template for logging

***Student ID:***

***Student Name:***

***Date:***

***Attendance (attended, excused, unexcused, no show):***

***Material covered/student performance:***

Logging options:

- Attended - ST was present for session
- Excused - ST canceled more than 24hrs before session
- Unexcused - ST canceled less than 24hrs before session
- No Show - ST did not communicate they would be absent **PRIOR** to session start time

### Reporting No Shows/Habitual Absences:

Logs should be completed by COB on Fridays so that No Show communications can be sent out on Mondays.



- For the logs, please ensure that the No Show tag is used for students who truly have not given notice of the absence.
- The No Show tag should not be used as a general “did not attend.”

## Special Education Dataview (SPED d/v)

- **Therapists will update the applicable section within the SPED d/v when a student is assigned and when there's a change in service.**

## Communication

Therapists should use the IAs for the following communication:

- Comments/questions/concerns for the related service coordinator
- Upload reports/evaluations

Therapists should communicate with case managers directly for the following:

- All providers must accept or decline IEP meeting invites within 48 hours of receipt of invitation
- IEP input for meetings
- Request IEP changes
  - Specialized equipment requests such as adaptive paper, touchscreen monitors, etc.
  - Service time adjustments
  - Service mode adjustments (Small group to individual, face to face, etc)

## Related Service Contacts:

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