BCPS Make-Up Plan for Related Services Missed Sessions

It is the school system’s responsibility to ensure FAPE is made available in accordance with the amount of service outlined on a student’s IEP. According to MSDE, time missed should be made up over the course of the school year and documented as a make-up session in the Related Services Student Log. Parents and staff must have a clear understanding of the Make-Up Plan for missed sessions. This plan should be communicated to the parent by the service provider.

**Missed sessions are made up when:**
- There is a provider vacancy or long term leave.
- The provider misses a session.
- The student misses a session due to school-based assessments and field trips.

Given a significant break in services due to a combination of scenarios, consideration of make-up time will be made on a case-by-case basis.

**Sessions are not made up when:**
- The student is absent due to illness.
- The student does not attend school due to parent or family initiated activities.
- The school system is closed: Services scheduled for a child during a school closure or during the hours of a delayed opening or an early release are excused and do not require a make-up session.
- The student is participating in assemblies, systemwide and statewide assessments during their scheduled session.

**Procedures:**
1. Document student and/or provider absences. Clearly note all reasons for missed sessions and make-up sessions on the Related Services Student Log.
2. The provider should reschedule all missed sessions that need to be made up. The make-up sessions must be clearly documented in the Related Services Student Log. According to MSDE, the make-up sessions do not need to be provided in the same way as the originally scheduled session. (i.e., double up the groups; add 5 minutes to the sessions over a period of time; or see the students during homeroom time.) There must be a separate log note for each make-up entry, even if it occurs adjacent to a regularly scheduled session.
3. Be proactive and plan ahead to reschedule sessions before or after your event, when you know that you will miss sessions due to professional development, IEP teams, personal time off, etc.
4. Notify the Team Leader and building Administrator in advance, if possible, when you will be out for a prolonged absence. The team leader will assist in arranging for coverage for your absence. The building administrator, in collaboration with
the provider and team leader, should communicate to families in writing of the coverage plan for the provision of make-up services.

5. **If you have an unusual situation where you cannot meet compliance with make-up sessions, the service provider should contact the team leader for assistance.**

6. Unresolved parent concerns regarding plans for make-up sessions should be addressed through the IEP team process.

7. BCPS is obligated to offer make-up sessions, however, if a family does not want their child to participate in the make-up sessions, document this on the Related Services Student Log and through the IEP team. In this case, make-up sessions would not be necessary.

8. If sessions are missed due to the student’s prolonged absence from school or there is a pattern of repeated short-term absences from school, for reasons associated with the student’s disability, this should be discussed at the IEP team to determine if it is necessary to modify the student’s educational program.

9. If sessions are missed due to student’s refusal, the related service provider should make three attempts to make-up services. The Related Services Student Log should reflect student refusal and notice should be provided to the parent/guardian. This should be discussed at the IEP team to determine if it is necessary to modify the student’s educational program.