



Related Service Team Decision Worksheet

Use during an interview, team discussion, evaluation meeting, or annual review. This supports team decision-making; it does not replace required IEP/evaluation documentation.

Student:		Date:	
Service:		Provider:	

A. EDUCATIONAL RELEVANCE

☐ YES ☐ NO The proposed service addresses a disability-related need that affects access, participation, or benefit from the educational program.

Educational need/barrier: _____

B. PURPOSE OF THE SERVICE - CHECK ALL THAT APPLY

☐ Select/maintain equipment ☐ Adapt/design support program ☐ Transfer skills/info to staff

☐ Support family ☐ Provide skilled service/therapy to student ☐ Other: _____

C. EDUCATIONAL NECESSITY

☐ YES ☐ NO Without the service, would access, participation, or benefit be meaningfully affected?

☐ YES ☐ NO Can the special educator/classroom teacher appropriately address the need?

☐ YES ☐ NO Can other school staff appropriately address the need?

☐ YES ☐ NO Is the student benefiting from the educational program without this service?

☐ YES ☐ NO Could the student continue to benefit without the service?

☐ YES ☐ NO Could the need be appropriately addressed during non-school hours?

☐ YES ☐ NO Would the proposed service create unnecessary gaps, overlap, or contradictions?

D. DATA CONSIDERED

☐ Parent input ☐ Teacher input ☐ Classroom observation ☐ Work samples/performance data

☐ Provider observation ☐ Progress monitoring ☐ Formal assessment ☐ Records/reports

☐ FBA/BIP or safety data ☐ Other: _____

E. TEAM DECISION

☐ Add ☐ Continue ☐ Change ☐ Reduce ☐ Discontinue ☐ Related service not needed

☐ Direct ☐ Indirect ☐ Combination Frequency/Duration/Location: _____

Major points / rationale: _____

F. DOCUMENTATION COMPLETED / NEEDED

☐ Evaluation/report, if applicable ☐ IEP updated ☐ PWN completed ☐ Safety plan/BIP updated, if applicable

☐ Staff/family communication completed ☐ Follow-up data/monitoring plan identified

Key references: IDEA 34 CFR §§300.34, 300.305, 300.320, 300.503; NDDPI Special Education guidance. This UVSE guide is a quick reference and is not a comprehensive legal resource.