



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Documenting the First Provision of Specialized Instruction: Step-by-Step Guidance August 2023

For the 2023-24 school year, local education agencies (LEAs) continue to be required to document the first provision of specialized instruction for students with disabilities younger than age 6 who have specialized instruction prescribed on their individualized education program (IEP) but for whom specialized instruction has not been previously documented, including the following students:

- Students at/around the age of 3 transitioning from Part C;
- Students at/around the age of 4 transitioning from an Extended Individualized Family Services Plan (IFSP);
- Students under the age of 6 newly determined eligible for special education, including students transferring from out of state; and
- Students under the age of 6 with specialized instruction added to their IEP for the first time.

To document the first provision of specialized instruction in Special Programs, users must:

Step 1: Generate the “First Provision of Specialized Instruction” document

- Using your student caseload or the Quick Access search, locate the student’s record in Special Programs.
- Open the student’s documents.
- Select the “Create New Document” drop-down.
 - Under “Special Education Notices,” select “First Provision of Specialized Instruction.”
 - Click “Go.”

Step 2: Complete the “First Provision of Specialized Instruction” document

- The document will automatically generate the specialized instruction due date, displaying “The LEA was required to provide specialized instruction to [Student Name] on or by [date].”
- Confirm whether specialized instruction was provided on or by the date indicated by selecting “Yes” or “No.”
 - If specialized instruction was provided by the date indicated, select “Yes.” Move to Step 3.
 - If specialized instruction was not provided by the date indicated, select “No.”
 - Indicate why specialized instruction was not provided timely by selecting one of the following:
 - LEA/school did not have access to student records/IEP
 - No instruction provided to any students on that date
 - Provider unavailable
 - Student unavailable
 - School closure/non-school day
 - Other (use the required text box to explain why specialized instruction was not provided on or by the required date)
 - Provide the date that specialized instruction was first provided. Move to Step 3.

Step 3: Finalize the document

- Select “Save, Done Editing.”.
 - Select “Set Document...”: “Status from Draft to Final.”
 - Complete the document status change information as appropriate and select “Accept.”
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Frequently Asked Questions

1. How does Special Programs determine which students must have documentation of the first provision of specialized instruction?

The student must meet all the following conditions:

- Student is age 3-5 as of the current date;
- Student must be eligible for special education;
- Student must be stage 5 enrolled in the LEA;
- Student must have an active parental consent for the initial provision of services; and
- Student must have special education designated as a service type on the current IEP.

2. How does Special Programs calculate the specialized instruction due date?

The specialized instruction due date is the latest of:

- The student’s first date of stage 5 enrollment;
- The student’s third birthday;
- One school day after the finalization date of the first IEP with specialized instruction prescribed (either the first IEP or an amended IEP, if specialized instruction was added as a service); or
- One school day after the date of parental consent for the initial provision of services.

3. Why do I have to provide a reason that specialized instruction was not provided timely?

The Office of the State Superintendent of Education (OSSE) is collecting this information to better inform training and technical assistance efforts to assist LEAs in the effective and timely implementation of specialized instruction.

4. Are LEAs required to complete a hard copy form or obtain signatures, consistent with the prior process?

No hard copy forms, uploads, or signatures are required to complete the documentation in Special Programs. LEAs may establish internal policies and procedures to support the timely provision and documentation of specialized instruction, but no additional documentation is required.

5. I received an error message stating the “First Provision of Specialized Instruction” document cannot be created because the student does not meet the required conditions, but I believe the student should have the service documented. What do I do?

Please submit an OSSE Support Tool ticket.

If you have questions regarding the content of this document, please contact Christie Weaver-Harris, Policy Manager, at Christie.Weaver-Harris@dc.gov.

If you have questions regarding Special Programs, please submit a ticket in the [OSSE Support Tool](#).