# Missed IEP Services: Simple Family Log

Colorado Parent Voices | Free printable parent resource

Month / year: _____ Student (optional): _____

**How to use:** Write down only possible service interruptions you learn about. You do not need to record every session or minute. Mark whether it is confirmed or still needs clarification.

| Date learned | Service / support | What happened? | Status | Follow-up / response |
|---|---|---|---|---|
| _____ | _____ | _____ | ■ Unsure<br>■ Confirmed | _____ |
| _____ | _____ | _____ | ■ Unsure<br>■ Confirmed | _____ |
| _____ | _____ | _____ | ■ Unsure<br>■ Confirmed | _____ |
| _____ | _____ | _____ | ■ Unsure<br>■ Confirmed | _____ |
| _____ | _____ | _____ | ■ Unsure<br>■ Confirmed | _____ |

**Quick follow-up checklist**

■ Asked the school whether the service was delivered as written in the IEP
■ Requested clarification or relevant existing service records
■ Asked whether missed services were rescheduled or whether further action is needed
■ Requested an IEP team meeting if concerns continue

**Optional email:** “I am trying to understand whether the services in my child’s IEP were provided on [date(s)]. Could you clarify what was delivered, whether anything was missed or rescheduled, and what records are available? Thank you.”

**Important:** A cancellation, schedule change, or unanswered question does not automatically establish an IEP violation. Whether services were provided appropriately depends on the IEP and the circumstances. This log is for communication and organization, not a formal service record.
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