



Service Tracking for All Schools Affected by the Wildfire

All service providers are required to document cancelled service sessions for all students whose service sessions were **scheduled** on the day schools were closed or had to go on a minimum day schedule as a result of the wildfire.

Closed Schools

Service providers should use the “Cancelled: School Closed (LC)” cancellation code which will be temporarily available to affected schools in order to document cancelled service sessions as a result of school closures due to the wildfire.

Schools with a Minimum Day Schedule

Service providers should use the “Shortened Day (Restricted Use) (SD)” cancellation code to document cancelled service sessions as a result of the school going on a minimum day schedule due to the wildfire.

Service providers must use the appropriate code referenced above to cancel sessions that were **scheduled** to be completed on Friday, October 11, 2019 and for some schools on Monday, October 14, 2019. It is strongly encouraged that all cancelled service sessions resulting from school closures or minimum days due to the wildfire be documented and logged into Welligent by 5:00 p.m. on Friday, October 25, 2019. The “LC” service tracking cancellation code will not be available in Welligent after this date.

PROCEDURES –RSP, APE and BII Service Providers

1. Locate the incomplete event(s) scheduled for 10/11/19 or 10/14/19*
2. Enter the scheduled duration (number of minutes) in the **Minutes** column.
3. Enter
 - **LC** in the **Code** column. (RSP & BII ONLY: Enter the time the student was scheduled to receive the service in the **Scheduled Time** column.) – for schools that were closed
 - **SD** in the **Code** column. (RSP & BII ONLY: Enter the time the student was scheduled to receive the service in the **Scheduled Time** column.) – for schools that had a minimum day
4. Save

PROCEDURES –ALL OTHER RELATED SERVICES

1. Locate the incomplete event(s) scheduled for 10/11/19 or 10/14/19*
2. Mark the event as cancelled by selecting
 - **“Cancelled: School Closed (LC)”** – for schools that were closed
 - **“Shortened Day (Restricted Use) (SD)”** – for schools that had a minimum day
3. Enter the following note:
 - “School Closure Day – California Wildfire” with the use of “LC” code
 - “School Minimum Day – California Wildfire” with the use of “SD” code
4. Save

*Only applies to schools affected on 10/14/19



NONPUBLIC SERVICE PROVIDERS

Nonpublic service contractors are advised to consult their master contract for provisions related to emergency school closures. (Use of the **“Cancelled: School Closed (LC)”** code applies to both District sites and nonpublic providers who had scheduled sessions on the day of the wildfire that were not able to be delivered.)