



State of Arizona  
Department of Education



**March 2018**

### **Alert to Special Education Directors and Program Administrators: Frequency and Duration**

As required by the regulations that implement the Individuals with Disabilities Education Act (IDEA) at 34 C.F.R. §300.320(a)(7), each child's individualized education program (IEP) must include, among other things, the projected date for the beginning of services and modifications and the anticipated frequency, location, and duration of those services and modifications. According to the Analysis of Comments and Changes to the federal regulations, "[w]hat is required is that the IEP include information about the amount of services that will be provided to the child, so that the level of the agency's commitment of resources will be clear to parents and other IEP Team members. The amount of time to be committed to each of the various services to be provided must be appropriate to the specific service, and clearly stated in the IEP in a manner that can be understood by all involved in the development and implementation of the IEP."

As a general rule, *frequency* refers to how often a child will receive a service (such as the number of times per day or per week) while *duration* refers to how long each session will last (such as the number of minutes). See the United States Department of Education/Office of Special Education Programs' (OSEP) [Letter to Matthews](#).

At this time, ADE/ESS is not monitoring for frequency and duration, although technical assistance is being provided by assigned Program Support and Monitoring (PSM) specialists at annual site visits (ASVs). This notice is provided to increase awareness around the requirement and ensure that all public education agencies (PEAs) understand their legal obligations under the IDEA, regardless of monitoring requirements.

Additional information on this topic can also be located on the Dispute Resolution website Tip of the Week at: <http://www.azed.gov/disputeresolution/2016/06/23/iep4/>. If you have further questions, please feel free to contact your assigned PSM specialist.