

COSA
New Special Education Directors

November 13, 2015
Salem, Oregon

Staffing Ratio System
And
Evaluation for Certified Special Ed Staff

Presented by

TriStar Special Education Consultants

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PO Box 5835 Bend, Oregon 97708

STAFFING NEEDS ASSESSMENT:**ERC/SRC Students**

Date: _____

Student Name: _____ Child's Teacher's Name: _____

Current Program/School: _____ Person Completing Form: _____

Please rate student. <i>Select only one in each category.</i> <i>Complete only for students who rate greater than 4 points!</i>		Check Correct Points
I.	Instruction	
A.	Requires 1:1 instruction for all response.	<input type="checkbox"/> 3
B.	Requires direct instruction, but can sit in small group with close supervision.	<input type="checkbox"/> 2
C.	Works in small groups.	<input type="checkbox"/> 1
II.	SDI	
A.	SDI in multiple areas requiring more than 1,125 minutes weekly (> 60%)	<input type="checkbox"/> 3
B.	SDI in multiple areas requiring 425 - 1,125 minutes weekly (21% - 60%)	<input type="checkbox"/> 2
C.	SDI in multiple areas requiring 300 - 425 minutes weekly (< 21%)	<input type="checkbox"/> 1
III.	Behavior	
A.	Student exhibits <u>severe extreme</u> behavior constantly and continually throughout the school day, that requires an adult at the student's side for supervision and support. The student can not be unsupervised at all, throughout the school day.	<input type="checkbox"/> 10
B.	Student <u>exhibits disruptive behaviors</u> greater than 4 times a day but not constantly, requiring adult intervention when those behaviors occur.	<input type="checkbox"/> 8
B.	Student <u>exhibits disruptive behavior</u> 1 to 3 times per day , requiring direct adult interaction and monitoring when these behaviors occur (i.e. Outbursts, running)	<input type="checkbox"/> 5
C.	Student <u>exhibits disruptive behavior</u> 1 - 5 times per week , requiring direct adult interaction and monitoring when these behaviors occur.	<input type="checkbox"/> 3
D.	Student <u>exhibits challenging</u> behavior 2 to 4 times per Month . The student can generally manage their behavior the majority of the time, but may need close adult monitoring for specific periods of time.	<input type="checkbox"/> 2
IV.	Speech/Language	
A.	Non-verbal.	<input type="checkbox"/> 3
B.	Uses one word/phrase to express wants/needs.	<input type="checkbox"/> 2
C.	Has significant pragmatic and social skills deficits that require intervention more than 3 times a week in order to successfully participate in general education, special education and/or community based programs	<input type="checkbox"/> 2
D.	Non-intelligible to unfamiliar adult, but can communicate.	<input type="checkbox"/> 1
V.	Vocation Instruction	
A.	Requires 1:1 assistance when in the community more than 2 days per week	<input type="checkbox"/> 4
B.	Requires 1:1 assistance in the community 2 days per week	<input type="checkbox"/> 3
C.	Requires 1:1 assistance in the community 1 day per week	<input type="checkbox"/> 2
Additional Information:		Total Points _____

Date: _____

STAFFING NEEDS ASSESSMENT

Life Skills Students

Student Name: _____ Child's Teacher's Name: _____

Current Program/School: _____ Person Completing Form: _____

Please rate student. <i>Select only one in each category.</i> <i>Complete only for students who rate greater than 4 points!</i>		Check Correct Points
I.	Personal Hygiene / Toileting	
A.	"Active" toilet trained program which requires being "put on" more frequently than the regular schedule allows.	<input type="checkbox"/> 4
B.	Direct supervision; must be "put on and taken off" but can sit without help. Daily accidents.	<input type="checkbox"/> 3
C.	Direct supervision as above, but does not have accidents too often (once or twice per week or less).	<input type="checkbox"/> 2
D.	Diapers must be changed; not put on toilet.	<input type="checkbox"/> 1
E.	Independent toileting, but more than one accident per week or requires supervision in restroom. *	<input type="checkbox"/> 1
	* Needs extra attending during menstruation.	
II.	Eating	
A.	Needs total assistance while eating.	<input type="checkbox"/> 3
B.	Needs assistance while eating (choking, utensil use).	<input type="checkbox"/> 2
C.	Needs close supervision while eating (within 5 feet); needs help cleaning up.	<input type="checkbox"/> 1
III.	Medical	
A.	Medical needs require <u>continual</u> medical supervision or attention for student safety.	<input type="checkbox"/> 4
B.	Medical needs require frequent daily attention, beyond administering medication, extreme seizure problem, or equipment needs sterilization (catheter, etc.)	<input type="checkbox"/> 3
C.	Daily medication and/or frequent seizures.	<input type="checkbox"/> 2
D.	Medical needs require occasional attention; some seizures, etc.	<input type="checkbox"/> 1
IV.	Mobility	
A.	Nonambulatory: Must be carried and lifted by two persons	<input type="checkbox"/> 3
B.	Nonambulatory: must be carried and lifted.	<input type="checkbox"/> 2
C.	Requires assistance with walking for stability; is learning to walk; hand may be held, or must be followed or walked "beside".	<input type="checkbox"/> 1
V.	Instruction	
A.	Requires 1:1 instruction for all response.	<input type="checkbox"/> 3
B.	Requires direct instruction, but can sit in small group with close supervision.	<input type="checkbox"/> 2
C.	Works in small groups.	<input type="checkbox"/> 1
VI.	SDI	
A.	SDI in multiple areas requiring more than 1,125 minutes weekly (> 60%)	<input type="checkbox"/> 3
B.	SDI in multiple areas requiring 425 - 1,125 minutes weekly (21% - 60%)	<input type="checkbox"/> 2
C.	SDI in multiple areas requiring 300 - 425 minutes weekly (< 21%)	<input type="checkbox"/> 1

Please rate student. <i>Select only one in each category.</i> <i>Complete only for students who rate greater than 4 points!</i>		Check Correct Points
Please Turn Over		
VII.	Behavior	
A.	Student exhibits <u>severe extreme</u> behavior constantly and continually throughout the school day, that requires an adult at the student's side for supervision and support. The student can not be unsupervised at all, throughout the school day.	<input type="checkbox"/> 10
B.	Student <u>exhibits disruptive behaviors</u> greater than 4 times a day but not constantly, requiring adult intervention when those behaviors occur.	<input type="checkbox"/> 8
C.	Student <u>exhibits disruptive behavior</u> 1 to 3 times per day , requiring direct adult interaction and monitoring when these behaviors occur (i.e. Outbursts, running)	<input type="checkbox"/> 5
D.	Student <u>exhibits disruptive behavior</u> 1 - 5 times per week , requiring direct adult interaction and monitoring when these behaviors occur.	<input type="checkbox"/> 3
E.	Student <u>exhibits challenging</u> behavior 2 to 4 times per Month . The student can generally manage their behavior the majority of the time, but may need close adult monitoring for specific periods of time.	<input type="checkbox"/> 2
VIII.	Equipment (May mark more than one)	
A.	Uses 4 or more pieces of equipment. (Equipment might include language board, wheelchair, splints, stander, tray, adaptive toilet seat, harness, side lyer, adaptive chair, etc.)	<input type="checkbox"/> 3
B.	Utilizes extensive assistive technology for visual cues, schedules, etc to access ed.	<input type="checkbox"/> 2
C.	Wheelchair must be pushed.	<input type="checkbox"/> 1
D.	Must be assisted in getting in and out of chair, but not lifted.	<input type="checkbox"/> 1
IV.	Speech/Language	
A.	Non-verbal.	<input type="checkbox"/> 3
B.	Uses one word/phrase to express wants/needs.	<input type="checkbox"/> 2
C.	Has significant pragmatic and social skills deficits that require intervention more than 3 times a week in order to successfully participate in general education, special education and/or community based programs	<input type="checkbox"/> 2
D.	Non-intelligible to unfamiliar adult, but can communicate.	<input type="checkbox"/> 1
X.	Vocation Instruction	
A.	Requires 1:1 assistance when in the community more than 2 days per week	<input type="checkbox"/> 4
B.	Requires 1:1 assistance in the community 2 days per week	<input type="checkbox"/> 3
C.	Requires 1:1 assistance in the community 1 day per week	<input type="checkbox"/> 2
Additional Information:		Total Points ____

SPECIAL ED DISTRICT AT A GLANCE - 2015-2016 PROJECTIONS

School - Program	Bldg Enroll	% Free/ Red. Lunch	ERC/ SRC Enroll	% Sp Ed	1:30 ERC LD Ratio Teacher	LD Ratio Tch/EA 18=1 FTE	LSC Enroll	1:12 Elem MS/HS LSC Ratio Teacher	Lifeskills Ratio 1:25 EA 1:30 Tch (Points)	Speech Enroll (# of student served)	Speech Ratio	Speech # Case Manage	Total IEP's	Total % Sp Ed	Comments
Elem Schools															
Amity Creek	176	37%	9	5.1%	1:13	1:13				0	1:	7	16	9.1%	
Bear Creek	590	97%	25	4.2%	1:25	1:14	10	1:10	1:29	14	1:	1	36	6.1%	
Buckingham	562	48%	25	4.4%	1:25	1:14	18	1:18	1:47	0	1:37	20	63	11.2%	
Elk Meadow	574	50%	22	3.8%	1:22	1:12	6	1:6	1:26	0	1:	16	44	7.7%	
Ernsworth	245	97%	13	5.3%	1:13	1:8				0	1:19	6	19	7.8%	
High Lakes	614	11%	12	2.0%	1:15	1:7				0	1:20	8	20	3.3%	
Highland	386	8%	7	1.8%	1:14	1:5				0	1:26	8	15	3.9%	
Jewell	522	46%	20	3.8%	1:20	1:11	8	1:8	1:40	0	1:28	9	37	7.1%	
Juniper	554	59%	33	6.0%	1:22	1:12	13	1:12	1:36	0	1:32	12	58	10.5%	
LaPine	382	96%	24	6.3%	1:24	1:13	9	1:9	1:38	0	1:38	13	46	12.0%	
Lava Ridge	566	44%	11	1.9%	1:14	1:7	14	1:14	1:46	0	1:27	7	32	5.7%	
Miller	607	17%	22	3.6%	1:22	1:12	8	1:8	1:28	0	1:20	12	42	6.9%	
Pine Ridge	530	48%	26	4.9%	1:26	1:17	9	1:9	1:46	0	1:28	12	47	8.9%	
Ponderosa	569	39%	24	4.2%	1:24	1:13	10	1:10	1:29	0	1:11	14	48	8.4%	
Rosland	175	96%	15	8.6%	1:15	1:8				6	1:13	0	15	8.6%	
Silver Rail	390		22	5.6%	1:22	1:12									
Three Rivers	260	56%	30	11.5%	1:16	1:11				0	1:32	9	39	15.0%	
Westside	279	52%	31	11.1%	1:31	1:10				0	1:29	2	33	11.8%	
Elem Sub Total	7981	53%	371	5.2%	1:28	1:14	105	1:13	1:42	20	1:40	156	610	8.5%	
Middle Schools															
Cascade	570	16%	55	9.6%	1:28	1:20	14	1:14	1:42	0	1:43	3	72	12.6%	
High Desert	720	42%	73	10.1%	1:34	1:18	10	1:10	1:29	0	1:23	3	86	11.9%	
LaPine	290	96%	49	16.9%	1:33	1:21	8	1:16	1:35	0	1:28	1	58	20.0%	
Pacific Crest	642		36	5.6%	1:36	1:19									
Pilot Butte	671	70%	82	12.2%	1:27	1:17	11	1:11	1:28	0	1:30	4	97	14.5%	
REALMS	149		23	15.4%	1:23	1:10									
Sky View	712	38%	60	8.4%	1:30	1:14	8	1:8	1:39	0	1:35	7	75	10.5%	
MS Sub Total	3754	52%	378	11.2%	1:33	1:20	51	1:14	1:41	0	1:31	18	388	13.9%	
High Schools															
Bend *	1710	38%	194	11.3%	1:39	1:23	28	1:15	1:45	0	1:	3	225	13.2%	
LaPine	425	65%	69	16.2%	1:35	1:18	17	1:17	1:32	0	1:60	0	86	20.2%	
Marshall	172	97%	60	34.9%	1:34	1:23				0	1:40	0	60	34.9%	
Mountain View	1405	36%	160	11.4%	1:35	1:29	29	1:11	1:38	0	1:28	3	192	13.7%	
Summit	1490	18%	124	8.3%	1:34	1:18	21	1:10	1:38	0	1:51	3	148	9.9%	
HS Sub Total	5202	51%	607	16.4%	1:33	1:23	95	1:13	1:41	0	1:56	9	711	18.4%	
GRAND TOTAL	16937	52%	1356	11.0%	1:31	1:19	251	1:13	1:41	20	1:42	183	1709	13.6%	

PROJECTIONS

[illegible]

PROJECTIONS

[illegible]

SPECIAL EDUCATION SCHOOL SITE STAFFING 15-16

PROJECTIONS

FTE	School/Program	Bldg Enroll	ERC/ SRC Enroll	% Sp Ed	LD Ratio Teacher Caseload 1:30 ERC 1:35 SRC	LD Ratio Teacher/ EA 18 = 1 FTE	Lifeskills Students Bold = have current assessment	Points (5+ pts)	FTE	Lifeskills Staff	LSC Ratio Teacher Caseload 1:12 Elem 1:15 MS/HS	Lifeskills Ratio EA 1:25 Teacher 1:30 (Points)	Speech Class List 1:50
✓	Bend Senior High	1710	194	11.3%	1:39	1:23					1:13	1:42	1:
	<i>Projected Transitions</i>												
1.00	Joy McBride		17				Modified Students:	5	✓	Life Skills			
1.00	Bryn Swendsen		44			1		17	1.00	Robert Tajjiki			
1.00	Sarah Joyce		40			2		17	1.00				
1.00	Marie Bishop		38			3		5	0.875	Cheryl Shaw			
1.00	Steve Wetherald		55			4		13	0.6125	Rita Pearson			
5.00			194			5		8	0.875	Malia Mills			
0.875	Jessica Patron					6		5					
0.875	Jeannie Fraley					7		11	2.3625				
0.875	Georgana Hanson					8		4					
0.875	Erin Berg					9		17					
3.500						10		13					
	Speech					11		17					
0.80	Heather Pagano					12		4					
0.800	Speech Case Manager		3			13		13					
						14		4					
						15		6					
								142					
	SRC High Points =	76											
1		14				1		18	1.0000	Tim Harroun	1:13	1:49	
2		12				2		15	1.0000				
3		7				3		26	0.875	Jennifer Groth			
4		6				4		21	0.875	Melissa Olsen			
5		9				5		17	0.875	Mary Dubay			
6		7				6		17	0.2000	Rita Pearson			
7		7				7		18	0.8750	Gabe Shapiro			
8		7				8		22					
9		7				9		21	3.7000				
						10		5					
						11		21					
						12		15					
						13		12					
								228					

SPECIAL ED STAFFING - 15-16 -(ERC/SRC) PROJECTIONS

School - Program	Bldg Enroll	% Free/Red. Lunch	#ERC	Formula Licensed FTE 1:30 SRC 1:35	Current Licensed FTE	Over/ Short	# of High Needs	High Needs Pts	Total Points (# - HN + Pts)	Needs	Current Classified	Total
Elem Schools												
Amity Creek	176	37%	9	0.30	0.70	0.40	0	0	9	-0.16	0.00	0.16
Bear Creek	590	97%	25	0.83	1.00	0.17	1	7	31	0.37	0.81	0.44
Buckingham	562	48%	25	0.83	1.00	0.17	3	19	41	0.46	0.81	0.35
Elk Meadow	574	50%	22	0.73	1.00	0.27	0	0	22	0.18	0.81	0.63
Ensworth	245	97%	13	0.43	1.00	0.57	0	0	13	-0.23	0.63	0.85
High Lakes	614	11%	12	0.40	0.80	0.40	3	20	29	0.04	0.81	0.77
Highland	386	8%	7	0.23	0.50	0.27	0	0	7	-0.09	0.81	0.90
Jewell	522	46%	20	0.67	1.00	0.33	1	21	40	0.25	0.81	0.56
Juniper	554	59%	33	1.10	1.50	0.40	5	54	82	0.68	1.22	0.54
Lapine	382	96%	24	0.80	1.00	0.20	5	61	80	0.73	0.81	0.08
Lava Ridge	566	44%	11	0.37	0.80	0.43	0	0	11	-0.15	0.81	0.66
Miller	607	17%	22	0.73	1.00	0.27	0	0	22	0.18	0.81	0.63
Pine Ridge	530	48%	26	0.87	1.00	0.13	4	41	63	0.67	0.81	0.14
Ponderosa	569	39%	24	0.80	1.00	0.20	0	0	24	0.27	0.81	0.54
Rosland	175	96%	15	0.50	1.00	0.50	0	0	15	-0.14	0.81	0.68
Silver Rails		0%	22	0.73	1.00	0.27	1	22	43	0.35	0.81	1.16
Three Rivers	260	56%	30	1.00	1.90	0.90	0	0	30	-0.19	0.81	0.62
Westside	279	52%	31	1.03	1.00	-0.03	12	121	140	1.50	2.23	0.73
Elem Sub Total	7591	50%	371	12.37	18.20	5.83	30			4.71	15.45	
Middle Schools												
Cascade	570	16%	55	1.57	2.00	0.43	7	42	90	1.17	0.81	-0.36
High Desert	720	42%	73	2.09	3.00	0.91	7	82	148	1.47	2.50	1.03
Lapine	290	96%	49	1.40	1.50	0.10	2	17	64	1.12	0.88	-0.25
Pacific Crest		0%	36	1.03	1.00	-0.03		0	36	0.81	0.88	0.06
Pilot Butte	671	70%	82	2.34	3.00	0.66	3	22	101	1.43	1.75	0.32
REALMS			23	0.66	1.00	0.34	3	24	44	0.41	1.31	0.91
Sky View	712	38%	60	1.71	2.00	0.29	2	40	98	1.38	2.44	1.05
MS Sub Total	2963	44%	378	10.80	13.50	2.70	24			7.80	10.56	
High Schools												
Bend *	1710	38%	194	5.54	5.00	-0.54	9	76	261	5.67	3.50	-2.17
LaPine	425	65%	69	1.97	2.00	0.03	0	0	69	1.60	1.75	0.15
Marshall	172	97%	60	1.71	1.75	0.04	0	0	60	1.39	0.88	-0.51
Mountain View	1405	36%	160	4.57	4.55	-0.02	1	6	165	3.85	0.84	-3.00
Summit	1490	18%	124	3.54	3.00	-0.54	1	14	137	3.52	2.63	-0.89
HS Sub Total	5202	51%	607	17.34	16.30	-1.04	11			16.02	9.59	
GRAND TOTAL	15756	49%	1356	40.51	48.00	7.49	65			28.54	35.61	6.80

* Classified FTE is determined by taking the student count and adding a weighting factor for the high need students (high need points divided by 6).

That number is divided by 18 to identify the adult to students required. The licensed FTE is subtracted to determine the classified staffing required

A full-time EA is calculated as 6.5 hours (.8125) for EM position & 7 hours (.875) for HS Position

SPECIAL ED STAFFING - 15-16 - (Life Skills) PROJECTIONS

School - Program	Bldg Enroll	% Free/Red. Lunch	#LS	Formula Licensed FTE ELS 1:12 SLS 1:15	Current Licensed FTE	Over/ Short	# of High Needs Students	High Needs Pts	Total Points (# - HN + Pts)	Needs	Current Classified	Total
Elem Schools												
Bear Creek	590	97%	10	0.83	1.00	0.17	10	123	123	2.27	3.25	0.98
Buckingham	562	48%	18	1.50	1.00	-0.50	18	275	275	5.08	4.88	-0.20
Elk Meadow	574	50%	6	0.50	1.00	0.50	6	85	85	1.57	2.25	0.68
Jewell	522	46%	8	0.67	1.00	0.33	8	169	169	3.12	3.25	0.13
Juniper	554	59%	13	1.08	1.00	-0.08	12	193	194	3.60	4.00	0.40
LaPine	382	96%	9	0.75	1.00	0.25	9	129	129	2.38	2.44	0.06
Lava Ridge	566	44%	14	1.17	1.00	-0.17	13	234	235	4.36	4.06	-0.30
Miller	607	17%	8	0.67	1.00	0.33	8	119	119	2.20	3.25	1.05
Pine Ridge	530	48%	9	0.75	1.00	0.25	9	159	159	2.94	2.44	-0.50
Ponderosa	569	39%	10	0.83	1.00	0.17	9	125	126	2.35	3.25	0.90
Elem Sub Total	4297	51%	105	7.08	8.00	0.92	102			25.24	26.56	
Middle Schools												
Cascade	570	16%	14	0.93	1.00	0.07	14	227	227	4.19	4.06	-0.13
High Desert	720	42%	10	0.67	1.00	0.33	10	173	173	3.19	4.00	0.81
LaPine	290	96%	8	0.53	1.00	0.47	8	78	78	1.44	1.75	0.31
Pilot Butte	671	70%	11	0.73	1.00	0.27	11	108	108	1.99	2.63	0.63
Sky View	712	38%	8	0.53	1.00	0.47	8	142	142	2.62	2.63	0.00
MS Sub Total	2963	52%	51	3.40	5.00	1.60	51			13.44	15.06	
High Schools												
Bend (Robert)	1710	38%	15	1.00	1.00	0.00	15	142	142	2.82	2.36	-0.46
Bend (Tim)			13	0.87	1.00	0.13	13	228	228	4.53	3.70	-0.83
LaPine	425	65%	17	1.13	1.00	-0.13	17	213	213	4.24	5.69	1.45
Min. View (Tyler)	1405	36%	13	0.87	1.00	0.13	13	149	149	2.96	2.63	-0.34
Min. View (Jerry)			16	1.07	1.00	-0.07	16	0	0	0.00	1.75	1.75
Summit (Dan)	1490	18%	9	0.60	1.00	0.40	9	164	164	3.26	5.38	2.11
Summit (Robert)			12	0.80	1.00	0.20	12	59	59	1.17	0.88	-0.30
HS Sub Total	5030	39%	95	6.33	7.00	0.67	95			18.99	22.38	
GRAND TOTAL	12290	48%	251	16.817	20.00	3.18	248			57.68	64.00	8.21

* Life Skills Formula Classified FTE is determined by taking the student count and subtracting the # of High Needs students, then adding the total of high needs points,

Divide this entire amount by 4, then by 11 and multiply remainder by .8125 (.875 H.S.). (This represents 6 1/2 hour EA for EM & 7 hour EA for HS)

SPECIAL EDUCATION CLASSIFIED STAFFING - 15-16 PROJECTIONS

	RS	LS	Totals	Comments
Amity Creek	0.16		0.16	
Bear Creek	0.44	0.98	1.42	Has a .8125 supp sub for G. Long
Buckingham	0.35	-0.20	0.15	
Elk Meadow	0.63	0.68	1.31	Has a .8125 supp sub for N. Lohman
Ensworth	0.85		0.85	
High Lakes	0.77		0.77	
Highland	0.90		0.90	
Jewell	0.56	0.13	0.69	Has a .8125 supp sub for W. Reese
Juniper	0.54	0.40	0.94	
La Pine	0.08	0.06	0.14	
Lava Ridge	0.66	-0.30	0.36	Has 2-.8125 supp subs. 1 is for C. Baker
Miller	0.63	1.05	1.68	Has a .8125 supp sub for D. Howes
Pine Ridge	0.14	-0.50	-0.36	Has a .8125 subb sub
Ponderosa	0.54	0.90	1.45	is getting a .8125 supp sub for A. Mallette
Rosland	0.68		0.68	
Three Rivers	0.62		0.62	Has a .8125 supp sub for J. Garcia
Westside Vill K-8	0.73		0.73	
Cascade	-0.36	-0.13	-0.49	
High Desert	1.03	0.81	1.83	
La Pine	-0.25	0.31	0.06	
Pilot Butte	0.32		0.32	
Sky View	1.05	0.00	1.06	
Bend High (RT)	-2.17	-0.46		
Bend High (TH)		-0.83	-3.47	TH has a supp sub due to new student
La Pine	0.15	1.45	1.60	
Marshall	-0.51		-0.51	
Mountain View (TW)	-3.00	-0.34	-3.34	
Mountain View (JJ)		1.75	1.75	
Summit (DP)	-0.89	2.11		
Summit (BH)		-0.30	0.92	
TOTALS	4.68	7.58	12.25	
				How many 6.5 EA's that are needed

SPED Staffing Request for Additional Personnel 2015-2016

FTE : _____

504 Y N

To be filled by School staff:

School:	Date:
Person requesting staff:	Phone #
Principal's signature to confirm awareness of request:	
Reason for Request:	
Number of work days requested:	

** Please attach Staffing Needs Assessment, Teacher/EA Schedules and any other pertinent information.*

Student's name	Grade	Age	Points	Disability

To be completed by Special Programs Office:

Approval		Approval Date	Start Date	Review Date	End Date *	FTE
Yes	No					

*** Permanent hire – Special Programs does all paperwork**

Routing: ☐ Director Special Programs ☐ Special Programs Accounting Tech. ☐ Office manager of Originator School

SPED Director Signature _____ Date _____

Name and Date of Hire:

***You must re-apply if you want an extension beyond this date.**