

Special Education Spring Time Schedule

“No Change” Form

Lynn Carpenter, Auditor for the VT DOE has given us permission to sign an assurance statement, rather than print out spring schedules, if there has been no change in the staff person’s schedule. Read the statement below and submit this form instead of a schedule if you qualify. If you do not qualify submit an updated schedule to Central Office no later than _____. Individuals who have irregular duties that must submit a time study are not eligible to submit this form.

Jen Hulse
Director of Student Support Services
Lamoille North Supervisory Union

Name: _____

School Building Where I Work: _____

Position: Check one [] Para professional [] Professional

I am signing and submitting this assurance form rather than a spring schedule because I can attest to the following:

1. I have reviewed my schedule with my supervisor.
2. My schedule has not changed.
3. I still work with the same students, or similar students, so that the allocation of my time has not changed. My supervisor and I have reviewed the groups of students I work with. The same total amount of time for sped, non-sped and 20% time still applies.

Para Professional’s Signature: _____ Date: _____

Professional’s Signature: _____ Date: _____

Administrator’s Signature: _____ Date: _____