

CHIMACUM SCHOOL DISTRICT
Case Load Overload for Special Education Staff

Name:	Assignment:
Start Date:	Maximum Load for Assignment:
Self-Contained Classroom: Yes No	Number Students Over:

Special education caseload is defined as the number of IEPs a 1.0 FTE certificated employee writes and is responsible for managing. All overloads are based on current IEPs in good standing.

Special Education Maximum Case Load

Preschool Resource Room:	16 students	K-2 Resource Room:	24 students
K-12 Flexible Learning:	12 students	3-6 Resource Room:	26 students
		7-12 Resource Room:	28 students

- Speech and Language Pathologist (SLP): Limit of 45; students with augmentative communication systems will count as 2.0 students.
- Occupational and Physical Therapist (OT/PT): Limit of 950 IEP minutes
- School Psychologist: 1 FTE per 1000 students in the district

Procedure for Relieving Overloads

The district will relieve an overload at any time through a joint meeting between the employee and supervisor to develop a mutually agreeable solution. Please check the option that has been agreed to for relieving the overload, adding additional clarification or detail. If overload is in self-contained classroom, basic education relief of overload may apply.

<input type="checkbox"/>	Clerical Time
<input type="checkbox"/>	Assistant Time
<input type="checkbox"/>	Additional Paid Time for IEPs:
<input type="checkbox"/>	Transfer Part of the Caseload
<input type="checkbox"/>	Release Time for Writing IEPs
<input type="checkbox"/>	Adjustment of Special Education Caseload District Wide
<input type="checkbox"/>	OT/PT/SLP Option: Additional Contract Services

 Teacher Signature

 Date

 Administrator Signature

 Date

 Superintendent Signature

 Date