

Program Teacher Assignment/Class Size/Case Load and Grade Range Waivers

Shortened School Day Notices for the 2013-2014 School Year

Presented by:

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2013-2014 Local Educator Assignment Data (LEAD)

- * The LEAD Report is a semi-annual report done by local school districts to ensure there is a properly certified educator in every position.
- * KDE/DLS receives waivers and notices; KDE/DLS approves class size/class load waivers and shortened school day notices.
- * Educational Professional Standards Board (EPSB) approves program teacher assignment waivers.

DATES ASSOCIATED WITH LEAD

- * Fall LEAD Opens September 3, 2013
- * Fall LEAD Closes November 1, 2013
- * Have all Waiver and Notices Forms to KDE/Robin Linton by October 26, 2013
- * Spring LEAD Opens January 15, 2014
- * Spring LEAD Closes February 28, 2014
- * Have all Waiver and Notices Forms to KDE/Robin Linton by February 22, 2014



Program Teacher Assignment

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- * Waivers must be requested when there are special education assignments for a teacher who is not certified in the area of their assignment.
- * While these waiver requests will be submitted to KDE/DLS, approval of the assignment will come from the EPSB.



SUMMARY of CERTIFICATION FOR EACH DISABILITY AREA

Certification for Learning Behavior Disorders: IQ no more than two standard deviations below the mean.	Certification for Moderate and Severe Disabilities: IQ is three standard deviations below the mean.
Specific Learning Disability	Functional Mental Disability
Mild Mental Disability	
Emotional Behavioral Disability	
Orthopedic Impairment/Physical Disability	

Certification for Teaching Hearing Impaired	Hearing Impaired
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Certification for Teaching Visually Impaired	Visually Impaired
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SUMMARY OF CERTIFICATION FOR EACH DISABILITY AREA (Page 2)

Teacher Assignment based on Cognitive Functioning Level

Developmental Delay

Other Health Impaired

Multiple Disabilities

Autism

Traumatic Brain Injury

Deaf-Blindness



Guidelines for Program Teacher Assignment Waiver

- * Submit the Program/Teacher Assignment request for waiver as soon as possible.
- * Last Day to submit waiver for Fall Semester is 10/26/2013.
- * Submit waiver request form through an electronic file upload. Program/Teacher Assignment waivers must be submitted as a Word Document
- * Complete all blanks on form: Teacher's Identification or License Number, District Code, Class Plan Code
- * Submit teacher schedule and conference summaries through an electronic file upload as a PDF attachment.

Teacher ID or License Number

- * The teacher identification number or license number may be obtained under the District Employment Tab.
- * You may create an ad hoc query.

CLASS SIZE/CLASS LOAD WAIVERS

- * Class Sizes for the special class are **the same** as the Case Load of a special class and are based on the disability category of the majority of students served by a teacher.
- * Regulations do not allow for a waiver for a special class per class period, but case load waivers granted for a special class will increase the class size per period.
- * Class sizes for the Resource Class are **different than** case load but like the special class are also based on the disability category of the majority of students served by the teacher.



CLASS SIZE/CASE LOAD WAIVERS

- * A waiver must be requested within 30 days that a class size or case load has been exceeded.
- * Request must be submitted throughout the school year as needed.
- * Submit to KDE/DLS the waiver request form and the teacher schedule.

GRADE RANGE WAIVERS

- * KARS no longer specifies age ranges either per period or for overall caseload.
- * Age range issues are now viewed as Grade Range issues and are based on teacher certification, location of the class, and the level of the non-disabled students on campus.
- * Special education students must be located on the same campus as their same age/grade peers.
- * When special education students are not housed on an age or grade range appropriate campus, then the district must submit a request for a Grade Range Waiver.

GRADE RANGE WAIVERS

- * A waiver must be requested within 30 days that a student is out of grade range.
- * Request must be submitted throughout the school year as needed.
- * Submit to KDE/DLS the waiver request form and the teacher schedule.

SHORTENED SCHOOL DAY NOTICE

- * Shortened School Day is a Notice and Not a Request.
- * All documentation maintained locally to support attendance audit if one occurs.
- * The “Full Funding” box is checked in Infinite Campus on child’s current enrollment through June 30 even if child returns to regular/full school day during the year.

DOCUMENTATION NECESSARY FOR SHORTENED SCHOOL DAY NOTICE

- * Medical statement signed by a physician.
- * Documented determination by the student's ARC that shortened school day is needed.
- * An IEP that prescribes the length of the shortened school day.
- * An approval by the district's Board of Education that maintains the student's confidentiality.

INFORMATION NEEDED ON SHORTENED SCHOOL DAY NOTICE FORM FOR KDE/DLS

- * Student's Name
 - * Disability
 - * School
 - * School District
 - * Teacher
 - * Length of Day/Week
 - * Building Principal
 - * Confirmation there is a signed Medical Statement, ARC determined need, IEP reflects shortened school day and Board of Education approval for specified student.
- * ALL DOCUMENTATION NEEDS TO BE KEPT ON FILE AT THE LOCAL SCHOOL DISTRICT- ONLY SUBMIT TO KDE SHORTENED SCHOOL DAY NOTICE FORM.**



Questions/Concerns Regarding Waivers/Notices

* Add your notes:

CONTACT INFORMATION

- Question or concerns regarding waivers or notices during the school year contact:

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