



Critical Fact Sheet

A Publication of the Office of Special Education and Early Learning

Special Education Waivers 101

Program Teacher Waiver (PTA)

A teacher is expected to teach in the area they are certified. When a teacher is assigned to an area in which they are not certified in, a PTA must be submitted. These waivers are processed by the Division of IDEA Monitoring and Results but approved by the Educator's Professional Standards Board (EPSB). PTA waivers are tied into the LEAD report.

Request to Exceed Caseload

Caseloads are the number of student folders that are assigned to a teacher. This does not mean this teacher can't not provide specially designed instruction to other students. Caseload and class size for special classes are the same. This waiver is to be submitted no later than 30 days after the overage occurs.

Request to Exceed Class Size per Period

This waiver focuses on individual periods not the entire day. Class size and caseloads are the same for special classes. Class size waivers pertain to the number of students a teacher offers specially designed instruction during the class period. This waiver is to be submitted no later than 30 days after the overage occurs.

Total Grade Range:

Special education students are expected to receive their special education services on a grade appropriate campus. When a student must attend a campus other than their grade appropriate campus, a grade range waiver must be submitted within 30 days of the change.

Notice of Shortened School Day/Week

Students may need to attend school on a shortened day or week. This is based on a signed physician statement and local board approval. A shortened school day/week waiver is a notice for KDE and not a waiver which requires approval.

Contact information

Erma White

Erma.white@education.ky.gov