



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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August 25, 2016

To: Directors/Coordinators, Exceptional Children Programs

From: William J. Hussey, Director *WJH*

Carol Ann M. Hudgens, Section Chief *CAH*
Policy, Monitoring and Audit

RE: Change in Process – 2016-2017 Class Size/Caseload Waivers

The Exceptional Children (EC) Division has reviewed and revised the process for requesting a class size/caseload waiver for EC teachers and related service providers. The goals of the revisions are to:

- Provide a problem-solving document to use when considering the unique needs of children with disabilities during master scheduling at the local level;
- Collect longitudinal data regarding the trends within waivers requested - frequency, class profiles, unique needs, and FTE allocations;
- Establish a data set for use when leveraging resources at the local level;
- Improve the response rate and technical assistance provided upon the receipt of a waiver request;
- Engage in transparent decision-making during the review process;
- Facilitate a 100% compliance rate with Class Size/Caseload policies; and
- Acknowledge 100% compliance rates by eliminating reporting requirements documenting the LEA's compliance with class size/caseload policies.

The EC Division has made the following changes:

- A staggered waiver submission schedule for Fall;
- A Spring waiver submission date;
- A one-page request per class period/service provider;
- A one-page summary for all waivers requested; and
- Eliminated the requirement for additional documentation to support the request(s).

Approval for Class Size/Caseload Waivers will be considered based on the highest level of services and supports (General, Sustained, Targeted, Intensive) present in the class profile, the unique needs and staffing profile. Related Services Caseload Waivers will be considered based on the workload profile and special factors.

The staggered submission schedule can be found on the *Improvement Planning Calendar for 2016-2017* posted on the EC Division website <http://ec.ncpublicschools.gov/ec/reports-data/cipp-monitoring> and in the chart below.

Fall Submission		Spring Submission	
LEA EC Child Count	Submit by:	LEA EC Child Count	Submit by:
1-3,500	09/16/2016	ALL	2/24/2017
3,500 +	10/21/2016		

EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The new forms are attached and can be found on the EC Division website <http://ec.ncpublicschools.gov/ec/reports-data/cipp-monitoring>. Please contact your assigned monitoring consultant or consultant for related services for additional details.

Attachments: *Directions for Completing Requests for Waivers*
Request for Class Size/Caseload Waiver Summary
Request for Class Size/Caseload Waiver
Request for Related Services Caseload Waiver
Guidance in Determining FTE & Workload for Occupational Therapy, Physical Therapy
and Speech-Language Pathology Staff

WJH/CAH/cah : cp

c David Machado, Director - Office of Charter Schools
Exceptional Children Division Regional Consultants
Exceptional Children Division Monitoring Consultants
Exceptional Children Division Related Services Consultants