

CHIMACUM SCHOOL DISTRICT
Case Load Overload for Special Education Staff

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| 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: 20 students
 K-12 resource room: 28 students
 K-12 Life Skills: 12 students

- Speech and Language Pathologist (SLP): Limit of 45; students with augmentative communication systems will count as 2.5 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.

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| | Clerical Time |
| | Assistant Time |
| | Additional Paid Time for IEPs: |
| | Transfer Part of the Caseload |
| | Release Time for Writing IEPs |
| | Adjustment of Special Education Caseload District Wide |
| | OT/PT/SLP Option: Additional Contract Services |

 Teacher Signature

 Date

 Administrator Signature

 Date

 Superintendent Signature

 Date