



Caseload/Class Size Request for Exception Instructions

Instructions

The following information is needed to process your request for exception to caseload/class size limits for special education teachers in your district. This information is to be completed for each teacher seeking exception to either caseload and/or class size. Other information may be requested, and on-site program reviews may be scheduled prior to approval.

Please provide the following:

_____ One assurance statement per district (below)

_____ Provide on district letterhead the plan to bring caseload/class size into compliance (only need one)

_____ One request for exception for each teacher over the allowable caseload/class size

Submit this request for caseload/class size exception to:

Oklahoma State Department of Education

Special Education Services

2500 North Lincoln Boulevard, Suite 411

Oklahoma City, Ok 73105

Fax: 405-522-3503

For further information/questions. Contact Special Education Services at 405-521-3351.
