



## Caseload/Class Size Request for Exception Instructions

### Instructions

The following information is needed to process your request for an exception to caseload/class size limits for special education teachers in your district. This information is to be completed for each teacher seeking exceptions on 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:

- \_\_\_\_\_ Submit the Caseload Assurance & District Plan (One per district)
  - \_\_\_\_\_ Submit the Caseload/Class Size Request for Exception (one for each teacher seeking exception)
  - \_\_\_\_\_ Submit the Caseload Class Size Check Sheet (one for each teacher seeking exception)
- 

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**

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

---