



Instructions

The following information is required to process a request for an exception to either caseload/Workload and/or class size limits for special education teachers. This information must be completed for each teacher seeking an exception to either caseload/Workload 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/Workload & Class Size Assurance form (one per district)

_____ Submit the Caseload/Workload & Class Size Request for Exception (one per teacher)

and

_____ Submit the Caseload & Class Size Check Sheet - **when the total exceeds 1.0** (one per teacher)

OR

_____ Submit the Workload & Class Size Calculation – **when the total exceeds 125** (one per teacher)

Please note that a district must select to use either the Caseload or the Workload form for all teachers for the current school year. The district may not use both forms.

Submit the request for Caseload/Workload & Class Size exception to:

Oklahoma State Department of Education
special Education services
2500 North Lincoln Boulevard, Suite 411
Oklahoma City, OK 73105
Maria.Carrasco@sde.ok.gov
