

CASELOAD/CLASS SIZE REQUIREMENTS

Class Size for all placements in special education shall be no more than ten children at any time.

The following chart details maximum full-time equivalent (FTE) teacher caseload based on each child's placement. Each child counts as a percentage of the teacher's total caseload. To determine a teacher's maximum caseload, the number of children in a particular placement is multiplied by the percentage for that placement (e.g., 25 children in 80% regular class placement, multiplied by .04, equals 1.00 FTE caseload). A total of greater than 1.00 exceeds the caseload requirements.

PLACEMENT	CASELOAD	
	PERCENTAGE (FTE)	TOTAL
Regular Class Full-time (inside the regular class more than 80% of the day)--consultation and monitoring only	.0250	40
Regular Class Full-time (inside the regular class more than 80% of the day)--collaboration or co-teaching	.0400	25
Special Class Part-time (inside the regular class 40% to 80% of the day)	.0500	20
Special Class Full-time (inside the regular class less than 40% of the day)	.0670	15
Special Class Full-time (inside the regular class less than 10% of the day)	.1000	10

PLACEMENT	CASELOAD	
	PERCENTAGE (FTE)	TOTAL
Outside of Public School Setting (home instruction, hospitals, institutions public/private residential facilities, public/private separate day school facilities, correctional facilities, parentally placed in private schools)	.0250	40
Preschool Continuum (early childhood program, special education program, residential facility, home, service provider location)	.0500	20 (10 students per .5 day)

Speech/Language changes to be phased in:	CASELOAD	
	PERCENTAGE (FTE)	TOTAL
Speech/Language 2007/2008 60 minutes or less per week	.0166	60
More than 60 minutes per week	.0250	40
Speech/Language 2008/2009 60 minutes or less per week	.018	55
More than 60 minutes per week	.0250	40
Speech/Language 2009/2010 60 minutes or less per week	.018	55
More than 60 minutes per week	.0250	40
Speech/Language 2010/2011 60 minutes or less per week	.020	50
More than 60 minutes per week	.0250	40
Speech/Language 2011/2012 60 minutes or less per week	.020	50
More than 60 minutes per week	.0250	40

*Total caseload, provided as an example, is based only on that particular placement or category (e.g., total caseload of 25 for regular classroom, 80% or greater is calculated assuming that the teacher serves only children in this type of placement).

If a teacher serves children in a variety of placements, percentages for each child's placement are totaled to determine the teacher's maximum caseload. For example, a teacher who serves 15 children in a regular classroom 80% of the day or greater and 7 children who are served in the

regular classroom 40-79% of the day, the teacher would have a total FTE of .95. This is determined in the following manner: 15 children in a regular classroom 80% or greater, multiplied by .04, equals .60; and 7 children who are served in a regular classroom 40-79%, multiplied by .05, equals .35. By adding the two totals of .60 and .35, we arrive at our FTE of .95, which is within the State caseload limit.

The caseload for a speech language pathologist is determined by the amount of services a given child receives. A child who receives speech/language therapy 60 minutes or less per week counts as .0165 towards the total caseload, while a child receiving services 61 minutes or more per week would count as .025. For example, 40 children receiving services 60 minutes or less would count as .66 of the total caseload, and 9 children receiving services 61 minutes or more per week would count as .225, for a total of .885. Children who are eligible for services under the developmental delay category (due to a significant delay in the communication domain) may be counted only on the speech language pathologist's caseload based on the amount of services they receive.

Exceptions to Caseload/Class Size

For permission to adjust caseload/class size for programs serving children with disabilities that exceed the limits set, the LEA must obtain a letter of approval from the OSDE-SES. The LEA must document that exceptions to caseload/class size do not interfere with provision of a FAPE. The LEA must ensure that IEPs are implemented as developed to meet the educational needs of the children served, with special consideration for any potential harmful effects to the child or the quality of the program. To request an exception to caseload/class size, the LEA must submit the Caseload/Class Size Request for Exception form.