



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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August 27, 2018

To: Directors, Exceptional Children Programs
Administrators, Charter Schools

From: William J. Hussey, Director, *WJH*
Exceptional Children Division

Carol Ann M. Hudgens, Section Chief, *CAH*
Policy, Monitoring and Audit

RE: **2018-2019 Class Size/Caseload Waivers**

The process for requesting class size/caseload waivers for EC teachers and related service providers is intended to:

- Provide a problem-solving document to use when considering the unique needs of children with disabilities during master scheduling at the local level;
- Collect longitudinal data regarding the trends within waivers requested - frequency, class profiles, unique needs, and FTE allocations;
- Establish a data set for use when leveraging resources at the local level;
- Improve the response rate and technical assistance provided upon the receipt of a waiver request;
- Engage in transparent decision-making during the review process;
- Facilitate a 100% compliance rate with Class Size/Caseload policies; and
- Acknowledge 100% compliance rates by eliminating reporting requirements documenting the LEA's compliance with class size/caseload policies.

The EC Division has made the following changes for the 2018-2019 school year based feedback from LEAs:

- The requests for Class Size/Caseload Waivers should be emailed directly to the LEA's Monitoring Consultant; and,
- The requests for Related Service Caseload Waivers should be emailed directly to the appropriate DPI Related Service Consultant.

Approval for Class Size/Caseload Waivers will be considered based on the highest level of services and supports (General, Targeted, Sustained, Intensive) present in the class profile, the unique needs and staffing profile. Related Services Caseload Waivers will be considered based on the workload profile and special factors.

The directions, forms for requesting waivers and additional guidance for calculating FTE can be found on the EC Division website at: <http://ec.ncpublicschools.gov/ec/reports-data/cipp-monitoring>.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director | bill.hussey@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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The submission schedule is noted below.

Fall Submission		Spring Submission	
LEA EC Child Count	Submit by:	LEA EC Child Count	Submit by:
1-3,500	9/21/18	ALL	2/22/2019
Above 3,500	10/29/18		

Please contact your assigned monitoring consultant or consultant for related services for additional technical assistance.

Monitoring Consultants

<https://ec.ncpublicschools.gov/reports-data/cipp-monitoring/find-monitor-2018-19.pdf>

Anikko Gorham	Anikko.Gorham@dpi.nc.gov
Kristi Harris	Kristi.Harris@dpi.nc.gov
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Glendora Hagins	Glendora.Hagins@dpi.nc.gov
Patti Cox	Patti.Cox@dpi.nc.gov
Karen Little	Karen.Little@dpi.nc.gov
Teresa P. Cestaro	Teresa.Cestaro@dpi.nc.gov

Related Service Consultants

Lauren Holahan (Occupational Therapy)	lauren_holahan@med.unc.edu
Lauri Ray (Physical Therapy)	laurie_ray@med.unc.edu
Perry Flynn (Speech-Language Pathology)	pfflynn@uncg.edu

WJH/CAH/tpc/ ds

- c David Machado, Director - Office of Charter Schools
Exceptional Children Division Regional Consultants
Exceptional Children Division Monitoring Consultants
Exceptional Children Division Related Services Consultants