



PUBLIC SCHOOLS OF NORTH CAROLINA

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

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September 11, 2019

To: Directors/Coordinators, Exceptional Children Programs

From: Sherry H. Thomas, Director *SH*
Exceptional Children Divisions

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

RE: 2019-2020 Class Size/Caseload Waivers

The Exceptional Children (EC) Division continues to review and revise the process for requesting a class size/caseload waiver for EC teachers and related service providers. The goals of the revisions were 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 2019-2020 school year following feedback and questions from LEAs:

- Request for Class Size/Caseload waivers will be sent directly to the LEA's Monitoring Consultant and,
- Request for Related Service Waivers will be sent 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 staggered submission schedule can be found in the chart below.

Fall Submission		Spring Submission	
LEA EC Child Count	Submit by:	LEA EC Child Count	Submit by:
1-3,500	9/25/19	ALL	2/21/2020
Above 3,500	10/28/19		

EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The forms are attached and will be uploaded to the EC Division website at <http://ec.ncpublicschools.gov/ec/reports-data/cipp-monitoring>. Please contact your assigned monitoring consultant or consultant for related services for additional details.

Attachments: *Directions for Completing Requests for Waivers*
Request for Class Size/Caseload Waiver Summary
Request for Class Size/Caseload Waiver
Request for Related Services Caseload Waiver
Guidance in Determining FTE & Workload for Occupational Therapy, Physical Therapy
and Speech-Language Pathology Staff

WJH/CAH/tbc: 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