

Caseload/Class Size Exceptions

District Special Education teachers that are over caseload/class size must request an exception from the OSDE-SES. The LEA must document that exceptions to caseload/class size do not interfere with provisions of FAPE. The LEA must ensure that IEP's are implemented as developed to meet the educational needs of the students served, with special consideration for any potential harmful effects to the students or the quality of the program. Information regarding allowable caseload and/or class size limits can be found in the Oklahoma Special Education Handbook 2017, Appendix F, page 237. The Oklahoma Special Education Handbook can be located on the OSDE website at

<https://sde.ok.gov/documents/2013-11-18/special-education-handbook>.

To request an exception to caseload/ class size, the LEA must submit the Caseload/Class Size Request for Exception forms. The three required forms can be found on the OSDE website at <https://sde.ok.gov/special-education-staffing>. Only one **Caseload Assurance** statement per District must be submitted, however both the **Caseload/Class Size Request for Exception** form and the **Caseload Class size Check Sheet** form must be submitted per teacher for which the request is being made.

Exception request may be sent via email, fax, or mail. Please submit exception request to Cheryl Revolinski via email at Cheryl.Revolinski@sde.ok.gov, or via fax 405-522-2380, or mail to

Oklahoma State Department of Education
Attention: Cheryl Revolinski - Special Education Services
2500 North Lincoln Boulevard
Oklahoma City, OK 73105