

CHIMACUM SCHOOL DISTRICT

Case Load Overload for Special Education Staff

Name:	Assignment:
Start Date:	Maximum Load for Assignment:
Self Contained Classroom: Yes No	Number Students Over:

Special education caseload is defined as the number of IEPs a 1.0 FTE certificated employee writes and is responsible for managing. All overloads are based on current IEPs in good standing.

Special Education Maximum Case Load

Preschool resource room: 20 students

K-12 resource room: 28 students

K-12 Life Skills: 12 students

- Speech and Language Pathologist (SLP): Limit of 45; students with augmentative communication systems will count as 2.5 students.
- Occupational and Physical Therapist (OT/PT): Limit of 950 IEP minutes
- School Psychologist: 1 FTE per 1000 students in the district

Procedure for Relieving Overloads

The district will relieve an overload at any time through a joint meeting between the employee and supervisor to develop a mutually agreeable solution. Please check the option that has been agreed to for relieving the overload, adding additional clarification or detail. If overload is in self contained classroom, basic education relief of overload may apply.

	Clerical Time
	Assistant Time
	Additional Paid Time for IEPs:
	Transfer Part of the Caseload
	Release Time for Writing IEPs
	Adjustment of Special Education Caseload District Wide
	OT/PT/SLP Option: Additional Contract Services

Teacher Signature

Date

Administrator Signature

Date

Superintendent Signature

Date