

TO: Principals

FROM: Dr. Penny Kay
Director of Special Education

THROUGH: Taylor L. Young
Assistant Superintendent for Special Education and Student Services

DATE: September 17, 2004

RE: URGENT - Special Education Rosters

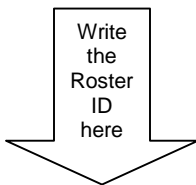
The following information was distributed at the Special Education Elementary Lead Teacher/Secondary Department Chair Monthly Meeting.

This school year, rosters will be done electronically. Each building special education teacher will be assigned a roster ID number. Each Monday in September the Lead Teacher and/or Dept Chair will receive a special education membership report. Each special education teacher must put their assigned roster ID number by the student's name for which they are the assigned roster teacher.

Remember you must hold the appropriate certification for students assigned. Example if you hold the category MR certification then you can only serve as the roster teacher for MR students, however you can teach any special education student. If you hold the Mild / Moderate certification you may be the roster teacher for any child except the severe and profound and/or Deaf and Blind. Each student must be assigned to a single roster teacher, however a special education student may be taught by multiple special education teachers. Send the completed list to Dr. Penny Kay ESC/Special Services Department by Friday of each week through September. Beginning October 1 rosters will be sent out monthly for updates.

DO NOT ADD HAND WRITTEN STUDENT DATA TO THIS LIST. ANY STUDENT WHO DOES NOT APPEAR ON THE PRINTED ROSTER LIST CAN ONLY BE ADDED BY YOUR SCHOOL REGISTRAR.

This data will be used for determining staffing allocations and trims. On September 17, 2004 the ESC will run rosters for all schools to determine if special education staff allocations are appropriate (i.e., trims or additions of new staff). This class rosters format will be used to determine our October 1, 2004 child count and must be as accurate as possible. After October 1 this roster format will be reviewed monthly by the ESC to determine staff allocations for 05-06.



Roster ID	Student ID	Student Name	Sex	Race	Grade	Birthdate	Primary Category	Prog Design	Secondary Categories
	0123456	Smith, Joe	M	C	3	03-26-96	LD	1	

WE ARE NOT USING THE ELECTRONIC SPREADSHEET THAT WE USED LAST YEAR FOR CASELOAD. THIS PROCEDURE REPLACES LAST YEAR'S PROCEDURE.

cc: Special Education Elementary Lead Teachers/Secondary Department Chairs