

Handout for PED Special Education Bureau presentation on Special Education Caseload Waivers.

Levels of service:

- A Level- 35 IEPs maximum (0.029 FTE)
- B Level- 34 IEPs maximum (0.042 FTE)
- C Level- 15 IEPs maximum (0.067 FTE)
- D Level- 8 IEPs maximum (0.125 FTE)

Calculating total caseload FTE:

Multiply the number of students by their corresponding FTE weight then add up the total. For example:

A teacher has:	10 A-level students	10 B-level students	5 C-level students	2 D-level students	
	X 0.029	X 0.042	X 0.067	X 0.125	
	= 0.29	+ = 0.42	+ = 0.335	+ = 0.25	<u>=1.30 Caseload</u>

- Use the STARS report titled “Teacher and SLP Caseload and Waiver Requirements4” as the guiding document to complete the Special Education Caseload Overage Waiver Request.
 - Waivers should be submitted by the STARS coordinator, Special Education Director or Special Education Coordinator of the school/district. Submit waivers via email to lorianne.romero@state.nm.us and be sure to cc your EA.
 - Special Education Caseload Overage Waiver Requests are NOT the norm. Avoid caseload overages wherever possible.
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