



To complete this form electronically,
it must be opened in Adobe Reader!

Special Education Caseload Relief

Employee's Name

Date

Calculations

The District shall provide, as identified below, release time or overload pay when a special education teacher's IEP caseload exceeds the target number, using the following table. These numbers will be specific to the teaching assignment as follows:

Position	Student Target #'s	Overload Pay	Additional
Preschool	20 total	One release day or \$700 for the first student over target per quarter	\$100 for every additional three students per quarter
Assist	15		
ERC	15		
Life Skills	15		
EBD	12		
Resource	25	One release day or \$700 for the first student over target per quarter	\$100 for every additional five students per quarter

Release time shall be on site unless otherwise agreed to by the Director of Special Education. Additional release time may be requested when special circumstances arise and are deemed necessary.

Overload or Release time will be calculated on the 20th day of each quarter, based on IEP caseloads as generated by IEP's submitted to the office of the Director of Special Education and verified.

SpEd Position

Count period:

Q1

Q3

Q2

Q4

Actual Caseload Number(s):

Due to your caseload, you are eligible for the following compensation options. Please indicate your preference by marking the appropriate box.

Compensation

OR

1 release day and

Compensation

Date

Employee Signature

Verification:

Date

Special Education Director's Signature

Q1

Q2

Q3

Q4