

## Instructions for completing the Personnel Worksheets

### General Instructions

Provide the number of full-time equivalent personnel *employed* and *contracted* to provide special education and related services on December 1, 2004. All personnel employed to serve students with disabilities ages 3-21 regardless of funding source (i.e., Part B of IDEA, State, or local) should be included.

*For Section A*, Special Education Teachers Employed to provide special education to children ages 3-5, report the number of preschool teachers, itinerant/consulting teachers, and home/hospital teachers employed for children with disabilities in this age group. This count should include teachers of children with disabilities in separate schools and facilities. Do *not* include regular preschool teachers who work with children with disabilities.

*For Section B*, Special Education Teachers Employed to provide special education services to children ages 6-21, report teachers of separate classes, resource room teachers, itinerant/consulting teachers, and home/hospital teachers as well as special education teachers who teach in regular education classrooms. This count should also include teachers of children with disabilities in separate schools and facilities. Do *not* include regular classroom teachers who work with children with disabilities.

The number of personnel should be reported in full-time equivalency of assignment. That is, a part-time teacher working 4 hours per day (in a 6-hour school day) would be reported as .67 FTE. Decimals may be used.

*For Section C*, Other Special Education and Related Services Personnel, report the number of FTE other special education/related services personnel, by type of personnel employed to provide special education and related services for children with disabilities ages 3-21. *Note that the number of speech pathologists employed has been included in this section.*

### Specific Column Instructions, All Sections (A, B, C)

- Column (1) Report the number of FTE personnel employed or contracted to provide special education and related services on December 1, 2004, who are considered fully certified for the position. This category includes (1) personnel who hold appropriate State certification or licensure for the position held and (2) personnel who hold positions for which *no* State requirements exist.
- Column (2) Report the number of *not fully certified FTE personnel employed or contracted* to provide special education and related services on December 1, 2004, who were employed on an emergency, provisional, or other basis, if they did not hold standard State certification or licensure for the position to which they were assigned, or if they did not meet other existing State requirements for the position. This includes long-term substitutes.
- Column (3) Add the numbers in columns (1) and (2) to obtain the total number of special education and related services personnel employed on December 1, 2004.

### Specific Row Instructions

### Section A

Row (1) Report the total number of FTE special education teachers employed to work with children with disabilities ages 3-5.

### Section B

In the space provided, specify the classification scheme selected (e.g., staff certification).

Row (1) Report the total number of FTE special education teachers employed to provide special education and related services for children with disabilities ages 6-21.

Rows (2)-(6) List each classification category as appropriate to the classification scheme selected. Report the total number of FTE personnel employed to provide special education and related services for children with disabilities ages 6-21 for each category specified. The sum of the totals on rows (2)-(6) should equal the total on row (1).

### Section C

Rows (1)-(19) For each other special education and related services personnel category (rows 1-19), report the total number of FTE personnel employed to provide special education and related services for children with disabilities ages 3-21. Do not include teachers already accounted for in Section B.

Row (2) Report an unduplicated count of the number of FTE physical education teachers who provide special physical education, adaptive physical education, movement education, or motor development to children and youth with disabilities.

Row (13) Report an unduplicated count of the number of FTE speech pathologists providing speech services to children with disabilities ages 3-21. *Do not include speech teachers reported in Section B.*

Row (14) Report the number of FTE LEA supervisors/administrators providing special education and related services to children with disabilities ages 3-21. LEAs should include district or intermediate unit special education professionals whose activities are concerned with directing and managing the operation of a particular special education school or program, including professional management, administrative, research, analytical, supervisory, and/or ancillary services. This includes those supervisory/administrative staff members employed in schools operated directly by the SEA.

Row (15) Ignore this row.

Row (18) Report the number of FTE other professional staff providing special education and related services for children with disabilities ages 3-21. Include personnel who provide specialized health services (nurses, psychiatrists, etc.), specialized food service, specialized pupil transportation, etc., and other occupational technicians, for children with disabilities ages 3-21.

Row (19) Report the total number of FTE non-professional personnel not already reported on this form providing special education and related services for children with disabilities ages 3-21.

Row (20) Report the total number of FTE related services and other special education personnel providing special education and related services for children with disabilities ages 3-21. This is a total of Rows (1)-(19).