
Caseloads for Special Education Providers Policy 3-402d

Purpose

To ensure that special education staff are assigned caseloads that comply with all legal requirements, support the effective delivery of services, and allow students with disabilities to receive a Free Appropriate Public Education (FAPE) in the least restrictive environment.

This policy aims to promote transparency, consistency, and fairness in caseload management.

Scope:

The District shall maintain special education staff caseloads that comply with state and federal law, support student success, and ensure the provision of a Free Appropriate Public Education (FAPE).

1. Special Education Providers

Special Education Providers include but are not limited to:

- Resource Specialists
- Speech-Language Pathologists
- Early Childhood Special Education Teachers

Adopted on: June 11, 2026
Revised on: N/A

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The policies are developed in collaboration with the Small School Districts' Association for general informational, educational and procedural purposes only and are not intended to constitute legal advice for any specific situation.

2. Caseloads

Caseloads (students assigned) to Special Education Providers shall be assigned according to the law and in a manner that allows staff to effectively manage service delivery, meet IEP timelines, and maintain educational quality.

Administrative Regulations

1. Resource Specialist Program (RSP) Caseloads

- Caseloads shall also be consistent with applicable collective bargaining agreements and any provisions established by the District's approved SELPA local plan.
- The maximum caseload for a full-time Resource Specialist shall not exceed 28 students or as otherwise stated in the law.
- The District may request approval from the SELPA for a temporary increase to 32 students per FTE RSP.
- RSP teachers may be supported by instructional aides, but shall remain directly responsible for instruction and IEP implementation.

2. Speech-Language Pathologists (SLPs) or Hearing Specialists

- SLP caseloads shall be consistent with the law.
 - SLPs serving only children ages 3 to 5, caseloads shall not exceed 40 students.
 - SLPs serving all other children shall not have a caseload that exceeds 55 students.
- Caseloads may be adjusted based on:
 - Severity of student needs;
 - Number of school sites served; and
 - Service delivery models (e.g., individual, group, or consultative)

3. Early Childhood Special Education (Preschool)

- For Preschool teachers serving children ages 3 to 5:
 - With no instructional aide, caseload shall not exceed 12 students.
 - With one instructional aide, caseload shall not exceed 16 students.
 - With two instructional aides, caseload shall not exceed 20 students.

4. Caseload Monitoring and Adjustments

- Caseloads shall be reviewed at least annually by the Superintendent or designee.
- Staff or program leads may request caseload reviews or adjustments based on workload, student needs, or service gaps.
- SELPA collaboration is required for all caseload exceptions.

5. Data Collection and Compliance

- The District shall maintain accurate caseload data, including student assignments and service logs.
- Data shall be used to monitor workload equity and IEP compliance.
- Non-compliance with caseload caps must be reported and addressed through corrective action plans.

6. Caseload Waivers for Resource Specialists

- The District may request a waiver from the State Board of Education (SBE) to increase a Resource Specialist's caseload beyond 28, not to exceed 32 students, in accordance with the law.
- A waiver will only be requested if:
 - The affected RSP and their bargaining unit agree;
 - The waiver is based on extraordinary fiscal or programmatic needs; and
 - All IEP services will still be provided as written.
- Waivers are valid for up to two school years
- If the RSP's caseload exceeds 28 under a waiver, the District will assign an instructional aide to that specialist for at least five hours per day.