

MEMORANDUM

April 29, 2005
M700/04-05
305 995-1721

TO: All Principals

FROM: Brucie Ball, Assistant Superintendent 
Office of Exceptional Student Education and Student/Career Services

SUBJECT: ESE UNIT ALLOCATION PERSONNEL REQUESTS FOR THE 2005 SUMMER SERVICES PROGRAM (SSP)

Please complete the attached ESE Unit Allocation Personnel Request Form for the 2005 Summer Services Program, to request instructional staff needed for the 2005 summer session. It is recommended that students with disabilities be served in the general education setting. The ESE teacher/student ratio for SSP is 1:12 for students with disabilities who meet the School Board approved criteria, excluding students with disabilities who meet extended school year (ESY) services. If a student meets the criteria for both, SSP and ESY services, he/she is to be enrolled under SSP as opposed to ESY and will receive appropriate services as identified on the Individual Educational Plan (IEP). *It is recommended that the initial allocation requested be conservative to avoid reducing the number of teachers after the summer session has begun.*

Please be informed that ESE program paraprofessionals will not be allocated for the SSP. Individual Paraprofessional Assistance will be provided only to those students who will need continued individualized paraprofessional assistance for the duration of the SSP as documented in their IEP. It is important to indicate whether the paraprofessional is full time or hourly, which must correspond to his/her assignment status during the 2004-2005 school year. Individual paraprofessional assistance is predicated on the attendance of the student to whom the paraprofessional is assigned and will be funded by the federal grant, Individuals with Disabilities Education Act (IDEA, Part B).

The ESE Unit Allocation Personnel Request Form must be submitted to the Region Center Instructional Supervisor for ESE by **Wednesday, May 4, 2005**.

The Region Center will review and verify the information transmitted by the schools and consolidate information for each open SSP site. The information must be sent utilizing the attached ESE Unit Allocation Personnel Request Form by fax no later than **Friday, May 6, 2005** to the attention of Ms. Esther Calvo-Chebbi, ESE Budget Analyst at 305-995-7333.

Should you have any questions, please contact Mr. Will Gordillo, Administrative Director, Division of Exceptional Student Education at 305-995-1796.

BB:ias

Attachment

cc: Dr. Irving Hamer	ESE Administrative Directors
Mr. Ronald K. Felton	Region Center Directors
Ms. Willa Young	Ms. Vanessa W. Byers
Ms. Judith Webb	Ms. Mary Lee Snipes
Dr. Alberto Rodriguez	ESE Instructional Supervisors
Dr. Ronnie L. Hunter	Region Center Instructional Supervisors for ESE
Ms. Blanca Valle	Ms. Ana Ramos
Region Center Superintendents	Ms. Esther Calvo-Chebbi
Dr. Ana Maria Lopez-Ochoa	