

**ALBUQUERQUE PUBLIC SCHOOLS
SPECIAL EDUCATION
IEP SUBSTITUTE NOTIFICATION**

Revised procedures for use of Special Education Substitutes for Multidisciplinary Team (MDT) and Individualized Education Program (IEP) Meetings:

Schools are allocated IEP Sub days by the Special Education Department at the beginning of the school year. These subs can be used only for MDTs and/or IEPs for students with disabilities and cannot be used for the Gifted. It is critical that these subs are not requested or used for other purposes since the monies being used are federal funds and are specifically for students with disabilities.

1. When requesting an IEP sub, the normal APS request procedures through SEMS (Substitutes Employee Management System) are followed. Only the first teacher who needs sub coverage on a given day or consecutive days should request a sub and is the one who reports the absence. The absence reason for an IEP is **14**. Cost Account is **217.2100.1176.321**.
2. The request should be made at least ten (10) working days prior to the day the sub is needed.
3. Once an IEP sub has been requested and a job number obtained, this form should be mailed to your Program Support Specialist, which is then given to Finance at Coronado Complex.
4. Additional forms can be requested from Coronado Complex.

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|---|------------------------------------|
| Date _____ | JOB NUMBER _____ |
| To: Program Support Specialist for Cluster _____ | |
| From: _____ | Title _____ |
| School: _____ | Location # _____ |
| Date(s) Sub Requested (IEP Date) _____ | |
| Number of Full Day(s) _____ | Number of Half Day(s) _____ |
| List Teachers Using Sub: | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Program Support Specialist: Please forward to Special Education Budget Office.