

PROCEDURES FOR USE OF SPECIAL EDUCATION SUBSTITUTES AND IEP MEETINGS

IEP substitute days have been allocated for the current school year. These subs can be used only for MDTs and IEPs for students with disabilities. It is critical that these subs are not requested or used for other purposes since the monies being spent are federal funds and are **specifically for the purpose of IEPs for students with disabilities**. They cannot be used for professional development purposes or for gifted IEPs.

Procedures:

1. The PSS, together with cluster schools determines allocation for each school. If a school wishes to use subs for half days rather than full days, use the factor of .75 for one half day to calculate the number of days needed. (Example: 2 half days = 1.5 full days).
2. Complete the allocation form by showing individual school amounts in the column and give to the Sp. Ed. Secretary (Sp. Ed. Budget Office).
3. School procedures for requesting an IEP sub are listed on the IEP Substitute Notification form (AS29) (copy attached).
4. Once you have received the form, please check for appropriateness, initial and give to Special Ed. Finance secretary.
5. **If you are requesting more than one day please write the number of full days or half days on the appropriate line and list the dates on the line above.**
6. The Sp. Ed. secretary will give the PSSs a quarterly report of IEP sub status, or more often if necessary.