

**GUIDELINES FOR SUBMITTING EXTENDED CONTRACT DOCUMENTATION
FOR STAFF DELIVERING SPECIAL EDUCATION SERVICE**

1. Tell us how many **paid hours per day** in a standard contract
Tell us how many **days** in a standard contract
We need both of these pieces of information to verify the extra FTE you are claiming
2. **For Special Education Teachers:** submit the page from a signed written agreement that specifies the extra hours before or after the normal school day (or school year) they are providing service to students. If the teacher's prep period is being purchased, we will divide 1 hour by the number of paid hours in a day in order to calculate the extra FTE, unless you specify the length of the prep period.
3. **For related Service Providers:** submit a signed written agreement that specifies the extra hours and / or days for each provider.
4. **The first time you submit your staff file on the 40th day**, you will **NO LONGER** receive a warning message. We encourage you to submit your staff files before the 40th day and if you have an OVER FTE situation, we also encourage your staff to complete the caseload waiver documentation and get approval before the 40th day. After your caseload waiver documentation has been approved by the PED staff, continued approval will be automatic when you submit your staff file (80th & 120th count days) unless the FTE record exceeds the approved level or there is a new OVER FTE situation.
5. **On the 80th and 120th day entry counts:** staff with extended contracts previously approved will not require re-approval documentation unless the FTE exceeds the approved level. New staff OVER FTE will require submission of caseload waivers and extended contract approvals. NOTE: STARS will accept FTE's > 1.0 input from the LEA without PED approval. This does not relieve the LEA from following up with the caseload waiver and extended contract approval requirement. ***The 5, 7 & 10 day documentation rules detailed in the "Guidelines for Submitting Caseload Waivers" instructions apply to extended contracts also.***
6. PED staff will contact special education directors about any extended contact documentation that is not approved.

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