

## **SPECIAL EDUCATION**

### **SCHEDULING INSTRUCTIONS - SPECIAL EDUCATION**

1. Each of the following codes used for scheduling special education services refers to a specific program. The special education teacher must hold the appropriate endorsement, as indicated, to work in the specific program.
2. MODIFIED CODES are to be used when scheduling students with mild - moderate disabilities. COMPREHENSIVE CODES are to be used when scheduling students with more severe, comprehensive disabilities. When scheduling these students, you must enter one four digit code reflecting the specific program for the majority of students served in the class.
3. CODE 9497 - COMPLETION OF PARTIAL SPECIAL EDUCATION SCHEDULE is to be used to schedule a student whose IEP requires him/her to attend school part-time. The use of this code will make a full-time schedule for the student.
4. Highly Qualified requirements have predicated new course codes for those Special Education teachers who are teachers of record in core content areas. Consultative, inclusion, or related services personnel do not require Highly Qualified status and may use the Non-H.Q. course codes.
5. Highly Qualified for Special Education depends upon the grade level of the student assessment. All teachers of record must demonstrate H.Q. status at the appropriate level.
6. Inclusion teachers shall be assigned the Non-H.Q. course codes at the appropriate program and grade level showing zero students and zero classes.

<b><u>SPECIFIC PROGRAMS</u></b>	<b><u>Abbreviation/Code</u></b>	<b><u>CTE</u></b>	<b><u>Endorsement/Employment Standards</u></b>
Modified Program Grades K-3 - Inclusion	Mod	9401	069, 105, 460, 461, 465, 067, 468, 459
<b><u>HQ</u></b> - Modified Program Grades K-3	Mod	9101	069, 105, 460, 461, 465, 067, 468, 459
Modified Program Grades 4-6 - Inclusion	Mod	9404	069, 105, 460, 461, 067
<b><u>HQ</u></b> - Modified Program Grades 4-6	Mod	9104	069, 105, 460, 461, 067
Modified Program Grades 7-12 - Inclusion	Mod	9408	069, 105, 460, 461, 067
<b><u>HQ</u></b> - Modified Program Grades 7-12 (Math)	Mod Math	9108	069, 105, 460, 461, 067
<b><u>HQ</u></b> - Modified Program Grades 7-12 (Science)	Mod Sci	9109	069, 105, 460, 461, 067
<b><u>HQ</u></b> - Modified Program Grades 7-12 (English)	Mod Eng	9111	069, 105, 460, 461, 067
<b><u>HQ</u></b> - Modified Program Grades 7-12 (Social Studies)	Mod SS	9112	069, 105, 460, 461, 067
Pre-Kindergarten(1)	Pre-K	9421	002, 066, 067, 068, 069, 105, 402, 403, 458, 459, 460, 461, 464, 465, 467, 468, 497, 498

(1) *Pre-Kindergarten course codes are to be used as follows: if more than 50% of students are Special Education students, use the Special Education Pre-Kindergarten course code, otherwise use the regular Pre-Kindergarten course code.*

Comprehensive Program Grades K-3 - Inclusion	Comp	9425	066, 067, 069, 105, 460, 461, 465, 468, 459
<b><u>HQ</u></b> - Comprehensive Program Grades K-3	Comp	9125	066, 067, 069, 105, 460, 461, 465, 468, 459
Comprehensive Program Grades 4-6 - Inclusion	Comp	9429	066, 067, 069, 105, 460, 461
<b><u>HQ</u></b> - Comprehensive Program Grades 4-6	Comp	9129	066, 067, 069, 105, 460, 461
Comprehensive Program Grades 7-12 - Inclusion	Comp	9433	066, 067, 069, 105, 460, 461
<b><u>HQ</u></b> - Comprehensive Program Grades 7-12	Comp	9133	066, 067, 069, 105, 460, 461
Speech Program Grades K-3	Sp Imp	9438	068, 458, 464, 498
Speech Program Grades 4-6	Sp Imp	9439	068, 458, 464, 498
Speech Program Grades 7-12	Sp Imp	9440	068, 458, 464, 498
Pre-K Speech Program	Pk Sp	9441	068, 458, 464, 498

<u>SPECIFIC PROGRAMS</u>	<u>Abbreviation/Code</u>	<u>CTE</u>	<u>Endorsement/Employment Standards</u>
Intellectually Gifted Program Grades K-3	Int Gift	9446	(1)
Intellectually Gifted Program Grades 4-6	Int Gift	9447	(1)
Intellectually Gifted Program Grades 7-12	Int Gift	9448	(1)

(1) Rules, Regulations and Minimum Standards 0520-I-2-.03 (7) states:

(a) *A classroom teacher in special or general education providing direct instruction to students identified by state criteria as intellectually gifted students shall meet the following employment standards:*

1. *The teacher shall be endorsed in the appropriate general education area or must hold the appropriate special education endorsement and*
2. *The teacher shall meet one of the following standards:*
  - (i) *The teacher shall work in consultation with a teacher who meets the standards for consulting teachers listed in (b) or*
  - (ii) *The teacher shall have completed six semester hours of college or university course work or the equivalent contact hours in teaching gifted students approved by the Department of Education or*
  - (iii) *The teacher shall hold an endorsement in gifted education.*

(b) *A consulting teacher in special or general education who works with other teachers or who teaches classes especially designed for gifted students in grades pre-kindergarten through twelve shall meet the following employment standards:*

1. *The consulting teacher shall be endorsed in the appropriate general education area or must hold the appropriate special education endorsement and*
2. *The consulting teacher shall meet one of the following standards:*
  - (i) *The consulting teacher shall have completed six semester hours of college or university coursework or the equivalent contact hours in teaching gifted students approved by the Department of Education or*
  - (ii) *The consulting teacher shall hold an endorsement in gifted education.*

(c) *An individual who serves as a gifted education coordinator in special or general education shall meet one of the following employment standards:*

1. *The individual shall hold an educator license with an endorsement in gifted education or*
2. *The individual shall hold an educator license and shall have completed six semester hours of college or university coursework or the equivalent contact hours in teaching gifted students approved by the Department of Education or*
3. *The individual shall hold a license endorsed in one of the following, beginning administrator, professional administrator, administration/ supervision or supervisor of instruction.*

*A classroom teacher who was endorsed in special education prior to September 1, 1989 and who served gifted students prior to July 1, 1988, may continue to teach eligible intellectually gifted students, provided that they have completed an in-service training program approved by the Department of Education.*

<b><u>SPECIFIC PROGRAMS</u></b>	<b><u>Abbreviation/Code</u></b>	<b><u>CTE</u></b>	<b><u>Endorsement/Employment Standards</u></b>
Vision Program Grades K-3 - Inclusion	Vis	9449	064, 065, 108, 462
<b><u>HQ</u></b> - Vision Program Grades K-3	Vis	9149	064, 065, 108, 462
Vision Program Grades 4-6 - Inclusion	Vis	9453	064, 065, 108, 462
<b><u>HQ</u></b> - Vision Program Grades 4-6	Vis	9153	064, 065, 108, 462
Vision Program Grades 7-12 - Inclusion	Vis	9457	064, 065, 108, 462
<b><u>HQ</u></b> - Vision Program Grades 7-12	Vis	9157	064, 065, 108, 462
Language Program Grades K-3	Lang Imp	9466	068, 105, 458, 460, 461, 464, 465, 468, 498, 459
Language Program Grades 4-6	Lang Imp	9467	068, 105, 458, 460, 461, 464, 498
Language Program Grades 7-12	Lang Imp	9468	068, 105, 458, 460, 461, 464, 498
Pre-K Language Program	PK Lang	9465	068, 105, 458, 459, 460, 461, 464, 465, 468, 498

*SE Non-H.Q. Gateway courses are research-based pre or post intervention options for preparing students to meet the requirements of the Gateway exams. These interventions are not credit courses.*

SE Gateway English	SEGW Eng	9480	063, 064, 065, 066, 067, 068, 069, 105, 108, 460, 461, 462, 463, 464, 498
<b><u>HQ</u></b> - SE Gateway English	SEGW Eng	9180	007, 063, 064, 065, 066, 067, 068, 069, 105, 108, 407, 460, 461, 462, 463, 464, 498
SE Gateway Algebra	SEGW Alg	9481	063, 064, 065, 066, 067, 068, 069, 105, 108, 460, 461, 462, 463, 464, 498
<b><u>HQ</u></b> - SE Gateway Algebra	SEGW Alg	9181	013, 063, 064, 065, 066, 067, 068, 069, 105, 108, 413, 460, 461, 462, 463, 464, 498
SE Gateway Biology	SEGW Biol	9482	063, 064, 065, 066, 067, 068, 069, 105, 108, 460, 461, 462, 463, 464 498
<b><u>HQ</u></b> - SE Gateway Biology	SEGW Biol	9182	015, 063, 064, 065, 066, 067, 068, 069, 105, 108, 415, 460, 461, 462, 463, 464, 498

<b><u>SPECIFIC PROGRAMS</u></b>	<b><u>Abbreviation/Code</u></b>	<b><u>CTE</u></b>	<b><u>Endorsement/Employment Standards</u></b>
Audiologist	Aud	9469	469
Hearing/Deaf Ed Program Grades K-3 - Inclusion	Hear/Deaf	9490	063, 068, 463, 469
<b>HQ</b> - Hearing/Deaf Ed Program Grades K-3	Hear/Deaf	9190	063, 068, 463
Hearing/Deaf Ed Program Grades 4-6 - Inclusion	Hear/Deaf	9494	063, 068, 463, 469
<b>HQ</b> - Hearing/Deaf Ed Program Grades 4-6	Hear/Deaf	9194	063, 068, 463
Hearing/Deaf Ed Program Grades 7-12 - Inclusion	Hear/Deaf	9495	063, 068, 463, 469
<b>HQ</b> - Hearing/Deaf Ed Program Grades 7-12	Hear/Deaf	9195	063, 068, 463
Consulting Teacher/Instructional Facilitator	CTSE	9496	063, 064, 065, 066, 067, 068, 069, 105, 108, 458, 460, 461, 462, 463, 464, 465, 468, 469, 498, 459
Completion of Partial SE Schedule	Par Sch	9497	Any endorsement
<b>Work-Based Learning (Cooperative Methodology)/ Co-op Supervision Periods (2)</b>		<b>9498</b>	<b>063, 064, 065, 066, 067, 068, 069, 105, 108, 458, 460, 461, 462, 463, 464, 465, 466, 468, 469, 498</b>
<p>(2) <i>The credit for Cooperative Methodology is awarded in the appropriate related academic or Career and Technical course in which the student is enrolled. Teachers who supervise this experience must hold proper endorsement <u>and</u> have completed the state-approved 40-hour training and internship or the state-approved course equivalent.</i></p>			
Special Course		Sp Crs (3)	
<p>(3) <i>Prior approval of special course by the Special Education Division is required.</i></p>			