

Memorandum

To: Directors of Schools
Supervisor/Directors of Special Education

From: Joseph Fisher, Assistant Commissioner

Date: March 12, 2003

Re: Class Size Standards for Special Education

Pursuant to TCA 49-1-104(a) policies for class size standards for Special Education must be established and must be effective at the beginning of the 2002-2003 school year. This policy should have been approved by your Local Board of Education and forwarded to your Regional Resource Center Coordinator by February 1, 2003. When this information has been reviewed by the appropriate staff, you will receive correspondence indicating whether your policy has been approved by the Department. Staff from the Department will be visiting selected school systems to monitor/collect data on class size for special education prior to the end of this school year.

As you are aware, by September 2003, all school systems shall develop and implement policies for the equitable and educationally sound placement of all students. This includes students with disabilities and students eligible for special education services in all classrooms. Policies shall describe how the system ensures that provisions for a free appropriate public education in the state and federal laws are being met. These policies shall be included as part of the school system's comprehensive plan for special education, each school's improvement plan and as a part of the system's Title I plan.

Since the comprehensive plan is due July 1, 2003, your system's policy must be included. If you need assistance, please contact your Regional Resource Center in your area.

cc: Dr. Keith Brewer
Steve Sparks
Regional Resource Center Coordinators