Exploring the Annual Allotment Review Process

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Overview of the Allotment Review Process

1. **Step 1**
   - Student Focused

2. **Step 2**
   - School Focused

3. **Step 3**
   - Programming Centered
Phases of the Allotment Process

**Phase I**

Fall Allotment Review (The First 10 Days of School)
- Review updated caseloads
- Review 10-day count data
- Review new referrals / evaluations / move-ins

**Phase II**

Winter Allotment Projections (Planning for the Upcoming Year)
- MTSS data
- Caseload data

**Phase III**

Spring Allotment Procedures (End-of-Year Procedures)
- Communication to local school administrators
- Communication to families
The Fall Allotment Review Process

- The 10-day "Head Count"
- Needed Adjustments
  - Review of Schedules (Beginning of the Year Packet)
- Staff Moves (if applicable)
Winter Allotment Projections

November – Department-wide Training

December – Submit Projections on Spreadsheet
- Role of Case Manager
- Role of Teacher Support Specialist
- Role of District Administrator

January/February – Conduct Final Calculations
- Conduct Allotment Review Meetings with District Administrators
- Share final allotments with principals and Position Control
- Note ongoing changes based on IEPs
- Support schools with developing schedules and small group program shifts

Handouts
Spring Allotment Procedures

March
- Conduct spring review and adjust as needed

April
- Communication to local school administrators

May
- Communication to parents ("Summer Letters")
  - Program Changes or New Additions
  - Level Changes (no letter)
Questions

Link to Marietta City google Drive: https://drive.google.com/drive/folders/1xTtPGSEjrE4oqE9-_pYB2jJCU_6PW17K?usp=sharing