



DEPARTMENT OF
SPECIAL SERVICES
AND EDUCATIONAL SUPPORTS

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)

Handouts

Winter Allotment Projections

November – Department-wide *Training*

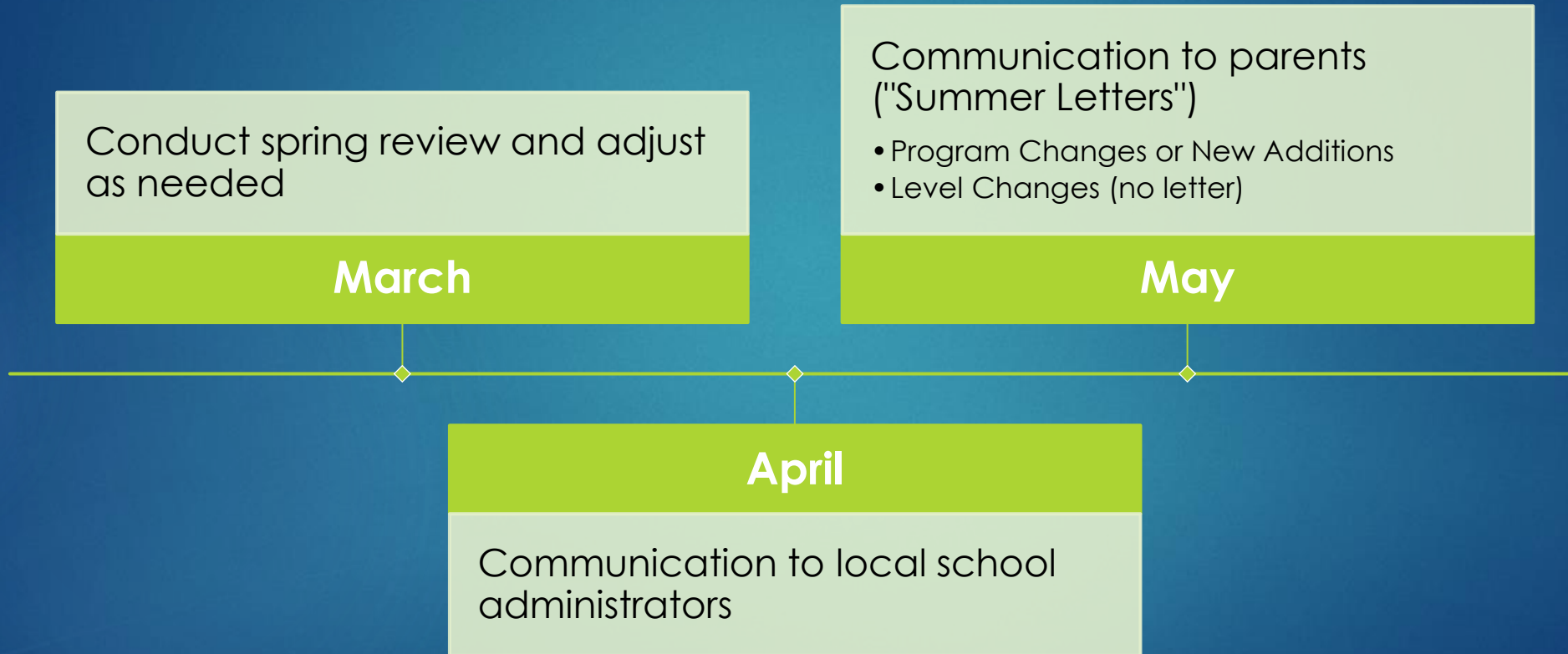
December – *Submit Projections on Spreadsheet*

- *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*

Spring Allotment Procedures





Link to Marietta City google Drive: https://drive.google.com/drive/folders/1xTtPGSEjrE4oqE9-_pYB2jJCU_6PWI7K?usp=sharing

Questions