

Preparing for staff allocations

LTSE will create a projected big picture for the 2021-2022 that will account for ALL REQUIRED STAFF POSITIONS for the school considering the following things:

Elementary (please do not get caught up with staff names – account for POSITIONS that are needed)

- Current students that will most likely remain at the school for the following year (IRR and self-contained) – begin talking to case managers about what anticipated services will be – transition these students to the next grade level
- Remove students that are most likely leaving the school (such as rising 6th graders, PSE students that are transitioning to another school)
 - Make sure you alert the LTSE at the receiving school, so s/he can add the student(s) to his/her projected big picture—be mindful of students that are at your school via SB10 or other transfer; they should be reported back to their home school feeder for planning purposes
- Incoming students (rising K coming from preschool special ed, incoming students for self-contained classes)
 - Myriam will be sharing information she has about PSE students moving into school-based co-taught classes, self-contained classes or K interrelated classes
- Current 1:1 paras that are expected to remain in place – new needs assessments will be completed prior to the end of the school year – no need to address the 1:1 para list at this time
 - remove 1:1 paras whose students are transitioning out of the school - make sure you alert the LTSE at the receiving school, so s/he can add the student(s) to his/her projected big picture
- New positions that may be needed based on anticipated needs and service requirements

Middle (please do not get caught up with staff names – account for POSITIONS that are needed)

- Current students that will most likely remain at the school for the following year (IRR and self-contained) – begin talking to case managers about what anticipated services will be – transition these students to the next grade level
- Remove students that are most likely leaving the school (such as rising 9th graders)
 - Make sure you alert the LTSE at the receiving school, so s/he can add the student(s) to his/her projected big picture—be mindful of students that are at your school via SB10 or other transfer; they should be reported back to their home school feeder for planning purposes
- Incoming students (rising 6th graders, incoming students for self-contained classes)
- Current 1:1 paras that are expected to remain in place – new needs assessments will be completed prior to the end of the school year – no need to address the 1:1 para list at this time
 - remove 1:1 paras whose students are transitioning out of the school - make sure you alert the LTSE at the receiving school, so s/he can add the student(s) to his/her projected big picture
- New positions that may be needed based on anticipated needs and service requirements

High (please do not get caught up with staff names – account for POSITIONS that are needed)

- Current students that will most likely remain at the school for the following year (IRR and self-contained) – begin talking to case managers about what anticipated services will be – transition these students to the next grade level
- Remove students that are most likely leaving the school (such as students that are actually graduating)
 - Make sure you alert the LTSE at the receiving school, so s/he can add the student(s) to his/her projected big picture—be mindful of students that are at your school via SB10 or other transfer; they should be reported back to their home school feeder for planning purposes
- Incoming students (rising 9th graders, incoming students for self-contained classes)
- Current 1:1 paras that are expected to remain in place – new needs assessments will be completed prior to the end of the school year – no need to address the 1:1 para list at this time
 - remove 1:1 paras whose students are transitioning out of the school - make sure you alert the LTSE at the receiving school, so s/he can add the student(s) to his/her projected big picture
 - if a student with a 1:1 para is graduating, do NOT include that para position in the big picture
- New positions that may be needed based on anticipated needs and service requirements

Each Coordinator will establish the due date for big pictures (expect an early December due date). You should be prepared to discuss your projections with your Coordinator.