

PROGRAM PROFILE

This is a list of all current and proposed programs operated by a school district or operated within a school district's buildings. When completing the program profile form, use a separate line for each teacher. Enter the total student numbers for each teacher's caseload. Following are specific codes and instructions to be used when completing the program profile. A brief explanation of the codes is included.

IDENTIFICATION (ID) COLUMN

This column is to be used **ONLY** to reflect **CHANGES** to your most recently approved program profile. Please remove codes from **previous actions**.

Identify changes in services and/or programs.

(Blank)	Those previously approved by PDE, which SD will continue
D	Those previously approved by PDE, which will be Deleted
N	New services/programs/classes
M	Those previously approved by PDE which will be Moved to another location
T	Those programs/classes to be Transferred from the IU to your SD
C	Changes in FTE status of staff or reassignments

OPERATOR (OPR) COLUMN

Describe who is operating the program. **Multiple codes may be used as applicable.**

C	Operated by others who Contract with the SD. Provide the name of the other LEA or agency on the next line.
IU	Operated by an Intermediate Unit (IU)
MD	Operated for Multi-Districts
SD	Operated by your School District (SD)
VT	Operated by an area Vocational Technical school (AVTS) (Comprehensive AVTS only)

LOCATION/BUILDING NAME COLUMN

Enter the name of the SD building and identify whether it is an Elementary, Middle, Junior, or Senior high school.

E	An Elementary school building
M	A Middle school building
J	A Junior high school building
S	A Senior high school building

BUILDING TYPE COLUMN

Enter the type of building in which the service/program is to be operated.

C	A special education Center in which no general education programs are operated
GE	A building in which General Education programs are operated

SUPPORT COLUMN

If a teacher has students with different levels of support on their caseload, the caseload must be broken down with each level of support on a separate line and the FTE prorated to reflect the total caseload. (See description under teacher FTE column below)

I	Itinerant (Special Ed. supports and services provided by Special Ed. personnel for 20% or less of the school day)
S	Supplemental (Special Ed. supports and services provided by Special Ed. personnel for more than 20% but less than 80% of the school day)
FT	Full-Time Special Education Class (Special Ed. supports and services provided by Special Ed. personnel for 80% or more)

TYPE OF SERVICE COLUMN

What is the designation of this class based upon the support provided for the majority of students assigned to the class?

AS	Autistic Support
ES	Emotional Support
DHIS	Deaf and Hearing Impaired Support
LS	Learning Support
LSS	Life Skills Support
MDS	Multiple Disabilities Support
PS	Physical Support
SLS	Speech and Language Support
BVIS	Blind or Visually Impaired Support

STUDENT AGE RANGE (LOW TO HIGH) COLUMN

Enter the age, in years, of the youngest student and of the oldest student in the class you are describing. A student with a disability eligible to receive special education services may not be placed in a class in which the chronological age from the youngest to the oldest student varies beyond three years in grade K-6 and 4 years in grades 7-12, unless an exception is determined to be appropriate by the Individualized Education Program (IEP) team of the student whose age is outside the age range of the program where the student would be receiving special education services. (22Pa.SchoolCode§14.142(f))

CASELOAD COLUMN

Show the total number of students on each teacher's caseload. The chart below presents the caseload allowed on a single teacher's role.

§ 14.105. Caseload for special education.

(a) This chart presents the maximum caseload allowed on a single teacher's roll for each school district. Variances must be requested and approved as listed in 14.105(c)

Type of Service	Itinerant	Supplemental	Full-time:
Learning Support	50	20	12
Life Skills Support	20	20	12 Elem.(K-6) 15 Sec.(7-12)
Emotional Support	50	20	12
Deaf and Hearing Impaired Support	50	15	8
Blind or Visually Impaired Support	50	15	12
Speech and Language Support	65		8
Physical Support	50	15	12
Autistic Support	12	8	8
Multiple Disabilities Support	12	8	8

TEACHER - FTE COLUMN

Enter the full-time equivalent of each member of the SD's staff as pro-rated for the class described. Use separate lines for staff with multiple assignments. For example, enter 1.00 (use no more than two (2) decimals) for a staff person who works with a class 100% of their time; .45 for a staff person who works with a class 45% of their time. For less than 1.00 FTE, caseload maximums are calculated by multiplying the FTE times the chart maximum.

For example, an itinerant LS caseload maximum of 50 for a .5 FTE is 25. For teachers who have students on their caseload with different levels of service, each level of service must be on a separate line and the teacher FTE adjusted for each level. For example, a learning support teacher has 25 itinerant and 10 supplemental students on their caseload. They must be listed in the program profile on 2 separate lines indicating a .5 FTE for each line.

