



# Illinois State Board of Education

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## MEMORANDUM

November 29, 2006

**TO:** Directors of Special Education

**FROM:** Tim Imler, Division Administrator  
Division of Funding and Disbursement Services

**SUBJECT:** Full-time equivalency (FTE) for School Nurses claimed for Special Education Personnel Reimbursement

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Recently, questions have been raised regarding the calculation of full-time equivalency (FTE) for School Nurses claimed for Special Education Personnel Reimbursement.

Persons employed to perform a regular education function are not reimbursable when they perform the same or similar function for a special education student. Special education personnel reimbursement has always been limited to those persons who are assigned to perform a special education function, not a regular education function. For example, nurses who dispense daily medication, administer hearing and vision tests or treat an unexpected injury to a special education student are not duties that qualify as a special education function.

Claimable full-time equivalency (FTE) must be calculated by dividing the hours employed in special education divided by hours in normal workday. Caseload calculations such as dividing the number of special education students by the total caseload of students is not acceptable for determining claimable FTE for Special Education Personnel Reimbursement. Further information regarding FTE is described on page 5 of the current [Special Education Personnel Reimbursement Instructions](#). Claimable FTE for nurses must be clearly documented to distinguish unique functions performed for special education students that are over and above functions for the regular school population.

A job description with specific language that describes the duties and time serving special education students is the best documentation for claimable FTE. Another example of acceptable documentation would be the completion of a time and effort study that logs daily activities in quarter day increments during the school year. The reports can be summarized every two weeks in conjunction with a normal payroll cycle. The result of such a time and effort study could be used as a guide for calculating appropriate FTE.

Nurses FTE Memorandum

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In order to qualify for Special Education Personnel Reimbursement with a work assignment of (STN), School Nurse, the staff person must hold a Type 73 (School Service Personnel Certificate) or a Type 74 (Provisional School Service Personnel Certificate) endorsed as a school nurse (SN) or a school nurse supervisory endorsement (SNS). A registered nurse must be approved with a work assignment of (NHA), non-certified health aide to qualify for Special Education Personnel Reimbursement

If you have specific program questions regarding appropriate special education functions for School Nurses please contact Betty Hendrickson [bhendric@isbe.net](mailto:bhendric@isbe.net) in the Division of Special Education at 217-782-5589.

Questions regarding the approval of special education personnel should be directed to Kathy Hoxsey [khoxsey@isbe.net](mailto:khoxsey@isbe.net). Questions regarding the reimbursement of special education personnel should be directed to Judy Conboy [jconboy@isbe.net](mailto:jconboy@isbe.net). Both staff can be reached in the Division of Funding and Disbursement Services at 217-782-5256.