



Illinois State Board of Education

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MEMORANDUM

District Superintendents
Directors of Special Education

FROM: Christopher Koch, Ed.D. *Christopher Koch*
Assistant Superintendent for Special Education

Timothy Imler *Timothy Imler*
Division Administrator for Funding & Disbursements

DATE: February 16, 2005

Reimbursement to School Districts for Co-teaching Personnel

The purpose of this memorandum is to provide clarification regarding reimbursement to school districts for special education certified and non-certified personnel involved in the instruction of both general education and special education students.

Special education personnel reimbursement (Section 14-13.01 of the School Code) is intended to provide funding for school districts employing the necessary personnel to serve children and youth with disabilities, ages 3-21 years old. Thus, special education personnel who co-teach general education and special education students are eligible for reimbursement when the following criteria are met:

- These individuals are approved by ISBE on the 'Special Education Personnel Employed' roster prior to requesting reimbursement;
- Reimbursement for each approved individual is pro-rated based upon the percentage of time such individual spent in providing approved special education services; and,
- At least a portion of such individual's salary has come from local funds.

Districts seeking reimbursement for eligible individuals must retain, for audit purposes, time sheets that clearly delineate for each such individual the time and function(s) assigned to providing special education services.

If you have any questions regarding the content of this memorandum, please contact Judy Conboy at 217/782-5256 or jconboy@isbe.net.