
NONPUBLIC SPECIAL EDUCATION – CLASS SIZE DEVIATION REQUEST

1. Instructions

a. **Form Completion**

- i. Submit a form for each classroom for which you are requesting a class size deviation. The deviation form must be submitted **PRIOR** to placing a student in a classroom that would cause a need for a deviation.
- ii. Fill out the program information section of the application and ensure the program's primary administrator signs off at the bottom of the page.
- iii. Have the teacher assigned to the classroom needing the deviation sign off to acknowledge that they are aware the program is requesting a class size deviation for their classroom.

b. **Classroom Chart**

- i. Complete the classroom demographic chart, recording the date of birth (DOB) and disability category of each student in the affected classroom.
- ii. Add any student the program is requesting a deviation for, indicating his/her DOB, age in years and months, all disabilities, and finally the total age range of students in the affected classroom.

c. **Request Rationale**

- i. The program's primary administrator should complete the "Request Rationale" page. Ensure to complete each section, as any omitted sections will nullify the application.

d. **Electronic Submission of Forms**

- i. Submit all completed forms to your assigned principal consultant.
- ii. The deviation form must be submitted **PRIOR** to placing a student in a classroom that would cause a need for a deviation.
- iii. Failure to submit a deviation request prior to placing a student in a classroom that would cause a need for a deviation could result in subsequent changes to a program's status and/or corrective action being issued.

2. Criteria Considered

Criteria considered in the review of class size deviation applications include:

- a. Any unique circumstances or changes that have occurred within the school year that are beyond the control of the program.
- b. How long does the program anticipate that the unique circumstance will impact programming?
- c. What might a potential backup plan be if the request for deviation is denied?
- d. All scenarios will be evaluated based on the:
 - i. Individual program's circumstances as presented in the request.
 - ii. Length of time deviation is needed.
 - iii. Program's plan for compliance and the effect of the deviation on affected students' overall educational programming.

3. Important Reminders/Additional Information

- a. Deviation requests are not approvable if the request is in lieu of opening a new classroom or adjusting scheduling of students in courses. They also are not approvable in instances where a student's developmental level more closely matches that of students in a classroom, but their age falls outside of the appropriate range.

4. Notification of Approval/Denial

- a. ISBE will issue an approval determination based on documentation provided in the application request submitted. The program will receive notification of approval or denial via email communications.
- b. Any deviation, if approved, is valid for a time period less than the current school year. Deviation approval is not ongoing, and each deviation approval has a definitive end date.
- c. All classrooms should be in compliance with age range and class size regulatory requirements at the start of a new school year, as unique circumstances cannot be planned in advance.

5. Citations to Regulations

23 IAC 401.140(c) Provision of Educational Program

- c) Each class offered in a program subject to this Part shall have a maximum enrollment of five students per licensed/certified special education teacher. The enrollment in a class may be increased by a maximum of five students when a full-time paraprofessional or other professional staff is provided, for a maximum of 10 students.

23 IAC 401.140(d) Provision of Educational Program

- b) Deviations from the allowable class size or from the age range requirements of subsection (c) or from subsection (b) may be requested in writing. A rationale for the request (e.g., a staff member resigns right before the start of the school year and the facility can provide documentation that it is actively pursuing filling the vacancy but has not yet found a qualified individual for the position) and plan for evaluation of the deviations shall be submitted with the request.

Please contact your assigned principal consultant by email or at 217-782-5589 if you have questions.



100 North First Street, N-253
Springfield, Illinois 62777-0001

NONPUBLIC SPECIAL EDUCATION — CLASS SIZE DEVIATION REQUEST FORM

SPECIAL EDUCATION DEPARTMENT

PART I - APPLICATION FOR DEVIATION – Class Size Deviation Request

PROGRAM NAME	PRIVATE FACILITY CODE
NAME OF PRIMARY SITE ADMINISTRATOR	CONTACT EMAIL
ADDRESS (Street, City, State, ZIP Code)	NAME OF CLASSROOM AND TEACHER REQUIRING THE DEVIATION
	CONTACT TELEPHONE (Include area code)
PLANNED DEVIATION INITIATION DATE	PLANNED DEVIATION END DATE

Digital or Original Signature of Primary Site Administrator

Title

Date

Digital or Original Signature of Classroom Teacher

Classroom Teacher Name

Date

PART II - CLASSROOM DEMOGRAPHIC INFORMATION

DIRECTIONS: Complete the chart below for the classroom requesting the deviation. Please insert the information for any proposed new student in the classroom in the "Proposed Added Student(s)" box.

☐ Preschool (ages 3-5 years)

☐ Elementary Level (K-8)

☐ Secondary Level (9-12+)

STUDENT NUMBER	DATE OF BIRTH	CURRENT AGE (YEARS, MONTHS)	ALL DISABILITIES
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

PART III - PROPOSED ADDED STUDENT(S)

STUDENT NUMBER	DATE OF BIRTH	CURRENT AGE (YEARS, MONTHS)	ALL DISABILITIES
1			
2			

PART IV - STUDENT TO TEACHER RATIO WITH ADDED STUDENT(S)

STUDENT TO TEACHER RATIO WITH ADDED STUDENT(S)

PART V - REQUEST RATIONALE

DIRECTIONS: Please provide the information that is requested in the sections below. Incomplete applications will not be approved.

1. What unforeseen circumstance is causing the need for this age deviation request?

2. Describe each option that was considered prior to this deviation request and why each was determined to be inadequate.

3. Explain how the program will ensure that the educational needs of all students in the affected classroom will be met during the time of this proposed deviation.

4. List the supports in place to assist the special educator and other professional staff in the affected classroom.

PART V - REQUEST RATIONALE (*continued*)

5. Explain student characteristics of the affected classroom and any subsequent student added to the classroom. Explain why this classroom is proposed as the most appropriate for this student given the circumstances.

6. What is the program's backup plan in the event this deviation request is denied?