Ohio | Department of Education

Instructions for Preparing Form SF-6
PER CAPITA CALCULATION

Certified Excess Cost for Pupils Who Were Provided Special Education Instruction and Related Service

Purpose: Form SF-6 Per Capita Calculation is provided for use by school districts to obtain certification from the Ohio Department of Education, as required by Section 3323.14 O.R.C., for excess cost of qualifying nonresident with disabilities special education pupils who were provided special education and related services.

Form SF-6 Per Capita Calculation will provide districts with the **average cost** of educating all category two (2) through six (6) school age students educated by the selected district. Districts must use the specific student calculation form for speech only students.

Districts may use Form SF-6 Per Capita Calculation for reporting the excess cost for any individual, some or all nonresident qualifying special education student(s).

Excess cost will be calculated based on special education expenses reported during the 2012-2013 school year. (July 1, 2012 through June 30, 2013)

Form SF-6 Per Capita Calculation and its accompanying instructions and attachments are available on the ODE website or may be requested by contacting the Regional Coordinator Office serving your district. **Department policy restricts the calculation of the SF-6 to the most current year completed and must be submitted by January 15, 2014.**

Filing Procedures: One (1) copy of Form SF-6 Per Capita Calculation ***must*** be filed with the Regional Coordinator Office, Ohio Department of Education, Office of Finance Program Services.

Specific Instructions:

Section I

A. Select the educating district name from the "pull down" list provided which includes all city, exempted village and local districts in the state.

Once the district has been selected, Sections II, III and IV will automatically be populated using financial data reported by that district for FY-13.

Form must be signed and dated by both the superintendent and treasurer.

Enclose all required contracts and school age attachments.

Send all required copies to the Area Coordinator serving your district no later than January 15, 2014.