Ohio | Department of Education

Instructions for Preparing Form SF-6
SPECIFIC STUDENT CALCULATION

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

Purpose:

Form SF-6 Specific Student 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 pupils with disabilities who were provided special education and related services. Excess cost for specific student calculation is defined as the amount expended per pupil for special education and related services that exceeded the amount received from state sources and transfers, including tuition, from the resident district for such purpose.

Form SF-6 Specific Student Calculation will provide districts with the cost of educating any category one (1) through six (6) school age student(s) educated by the selected district.

Districts may use Form SF-6 Specific Student Calculation for reporting the excess cost for any individual nonresident qualifying students with disabilities.

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

Calculations are based on the FTE of all students educated in the program for which excess costs are being calculated. If one or more students receive services for less than a full year, the FTE should be calculated using 180 days as 1.00 FTE.

Form SF-6 Specific Student Calculation and its accompanying instructions and attachments are available on the ODE website or may be requested by contacting the Area 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 Specific Student Calculation ***must*** be filed with the Area Coordinator Office, Ohio Department of Education, Office of School Finance. If more than one student, from the same resident district, with the same disability, same method of placement, and has the same cost, only one form of the Specific Student Calculation must be submitted for those students.

Educating districts must also submit on the appropriate SF-6 School Age Attachment Form the student's SSID number, disability condition, EMIS status code, dates enrolled and total days enrolled for each student for whom excess cost is being calculated. Use Attachment One for students in a "home" or Title I and Attachment Two for open enrolled students or students in a special education cooperative.

Educating districts must also include a completed "Related Services Worksheet" if expenses are being claimed in Section IV F. An hourly rate must be established by calculating the employee's salary and benefits and dividing that figure by the total of all hours worked by that employee. Separate related services worksheet must be provided for each student.

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.

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

C. Select the student(s) disability condition/category from the "pull down" provided. Check only one disability. A different SF-6 must be filed for each disability condition and different related services.

D. Select the student(s) method of placement from the "pull down" provided.

E. Select the percent of time in the regular classroom for speech only student(s) and student(s) in a 100% inclusion model; the percent of time selected should be 100%. For all other student(s) the percent selected should represent the time educated in the regular classroom with typical students.

If a student with a disability is in a 100% inclusion model, the FTE percentage for both the regular education teacher and special education teacher may be reported as 100%. Full inclusion means the student with a disability is in a regular classroom/program full-time. However, if the student with a disability receives additional or supplemental special education services in a separate setting, the FTE percentage for both the regular and special education teachers may still be reported as 100%.

Section II

A. Specific Teacher(s) salary and benefits "actual costs" include any certified special education staff serving the nonresident student(s) for which excess cost is being calculated. Provide itemized costs.

FTE by disability includes the Total FTE of all special education students being served by the teacher(s) claimed under actual costs of the specific teacher(s) salary and benefits.

Teachers' salaries and benefits will automatically be populated using financial data reported by that district for FY-13.

Section III

Lines 3, 4, 5, 6, 7 and 8 will automatically be populated using financial data reported by that district for FY-12

Section IV

A. Contract services: complete this line if teacher and other educational services have been obtained through some outside entity. Example would be if educational services have been obtained through an ESC run program. If a contract amount is included on this line, all expenses in Section III, lines 3, 4, 6, 7 and 8 will be deleted. Only administrative cost may be claimed if a contract service amount is included on this line. Enter the actual costs and the FTE on the appropriate lines.*

B. Supplies: Report supply cost directly related to this student.*

C. Equipment: Report equipment cost directly related to this student.*

D. Special Transportation: Report special transportation cost as required by IEP; if the transportation costs are for part of a school year only.*

E. Aide Services: Report aide services cost directly related to this student.*

F. Related Service: Report related services costs for the individual(s) being claimed on this form; if the actual costs are for part of a school year only.*

*The FTE should reflect the percentage of the school year that the reported costs are for.

Provide itemized documents and contracts used to determine expenses included on lines A through F. Related services worksheet must be returned if a dollar amount is included on line 9F.

Section V

Lines 10, 11, 12 and 13 will automatically be totaled.

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

Enclose all required contracts, expense documentation, related service worksheets and school age attachments.

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