Ohio | Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

Date: December 2013

To: School Superintendents and Treasurers

From: Regional Coordinators

Subject: SF-6 Forms and Instructions to File Excess Cost for 2012-2013 School Year for School-Age Students

Excess cost is to be calculated for the preceding school year based on the educational service completed for the same time period.

SF-6 Forms are to be completed by the school district of attendance. The educating district may submit either the SF-6 Per Capita Form or the SF-6 Specific Student Form (but not both) for any student.

1. The enclosed SF-6 Forms are to be used in calculating excess cost for nonresident pupils enrolled in classes for special education instruction of children with disabilities in accordance with Section 3323.14 O.R.C. The excess cost shall be charged to the legal district of residence (sending district) for such pupils. Excess cost may be charged for open enrollment, nonresident special education cooperatives, court placed, institutional placed and nonresident Title I students.

2. No contract is required between the educating and the resident districts for court placed students. Contracts are required for all other students.

3. Court placed, institutional placed and Title I (EMIS Status: 1C, 1P, 1T, 1W) students must have been submitted on an SF-14H (i.e. tuition) or they cannot be submitted on the SF-6 for excess cost.

4. Open enrolled and special education cooperative students were not included or permitted on the SF-14H but may now be included on the SF-6. (EMIS Status: 19 and 1B) Include a signed contract.

5. School districts providing special education to these disabled pupils and submitting SF-6 Forms are not to directly bill the financially responsible district. The adjustment will be made by the Office of School Finance by crediting the educating district and deducting the same amount from the resident district.

One (1) copy of Form SF-6 and other required items must be filed with the Region ____ Coordinators Office.

If we can be of any assistance in preparing the above-mentioned forms, please contact this office.

25 South Front Street
Columbus, Ohio 43215
education.ohio.gov

(877) 644-6338
For people who are deaf or hard of hearing, please call Relay Ohio first at 711.