

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

To: School Superintendent and Treasurer

From: Area Coordinators

Subject: Enclosed Form SF-6 and Instructions for Pre-School

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

Form SF-6 is to be completed by the school district or DD of attendance that has generated an excess cost agreement(s) with another school district.

- The enclosed SF-6 is to be used in calculating excess cost for nonresident pre-school pupils enrolled in unit approved or any child not included in unit approved classes for special education instruction of the handicapped in accordance with Section 3323.14 O.R.C. The excess cost shall be charged to the district of residence (sending district) for such pupils.
- 2. It is strongly encouraged a contract be executed between the educating and the resident districts prior to the initiating of special education services.
- 3. School districts and DDs providing education to these handicapped pupils are to direct bill the financially responsible district after certification has been received from the Ohio Department of Education.

One	(1)	сору	of	Form	SF-6	must	be	filed	with	the	Area	
Coordinator's Office.												

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