

John R. Kasich, Governor Michael L. Sawyers, Acting Superintendent of Public Instruction

To: School Superintendent and Treasurer

From: Regional Coordinators

Subject: Instructions and Forms for filing excess costs for Pre-School

Students

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

The SF-6 Pre-school for is to be completed by the school district or County Board of Developmental Disabilities (DD) of attendance that has generated an excess cost agreement(s) with another school district.

- The enclosed SF-6 form 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.
- School districts and DD's 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) copy of Form SF-6 must be filed with the Regional Coordinators' Office.

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