Ohio | Department of Education

Items That Must Be Submitted With the SF-6
Per Capita Calculation

1. **One signed Copy** – of Form SF-6 Per Capita Calculation

2. **Signed Contract(s)** – Contract(s) signed by both the resident and educating districts if filing excess cost for "open enrolled" (19) or "special education cooperative" (1B) student(s). (proof of offering is acceptable)

3. **School Age Attachment(s)** –
   Attachment One and/or Attachment Two for each resident district for which excess cost is being calculated.

Items That Must Be Submitted With the SF-6
Specific Student Calculation

1. **One signed Copy** – of Form SF-6 Specific Student Calculation as outlined in the filing procedures.

2. **Signed Contract(s)** – Contract(s) signed by both the resident and educating districts if filing excess cost for "open enrolled" (19) or "special education cooperative" (1B) student(s). (proof of offering is acceptable)

3. **Contract Services** – Invoices for any contract service being claimed in Section IV, line 9A.

4. **Itemized Documents** – Necessary itemized documentation must be provided to verify expenses claimed in Section II, 1A and Section IV lines B, C, E and F.

5. **T-2** – If special education transportation is being claimed as a specific cost and the figure being used is the average cost of all special education transportation, a copy of the T-2 expense completion report must be provided. If the costs are for an individual child, an itemized statement or invoice only is required.

6. **School Age Attachment(s)** –
   Attachment One and/or Attachment Two for each resident district for which excess cost is being calculated.

7. **Related Services Worksheet** (if applicable)