

Winter Allotment Projection

2021- 2022 (for FY23)



Timelines & Tasks to be Completed in Preparation for Allotment Review Meetings (1/19/22 thru 1/28/22)

Complete by		Case Managers
<input type="checkbox"/>	12/8/21	Complete the ' Special Education Allotment Projections Spreadsheet ' for your caseload AND send/submit your completed document to your TSS/Department Administrator by December 8th .
<input type="checkbox"/>		Using the dropdown options in each cell select the appropriate Service detail associated with each course. <ul style="list-style-type: none"> IMPORTANT REMINDER: You are projecting the Services REQUIRED for the 2022-2023 School Year Every 'Active' Student should be included on your list. Include in the "Comments" Column of your worksheet details you feel are not adequately represented

Complete by		Teacher Support Specialist (TSS)/ Department Administrators
<input type="checkbox"/>	12/15/21	Allotment Projection Spreadsheets – DUE DATE
12/15	<input type="checkbox"/>	Review worksheets received (back to you) from your individual Case Managers. <ul style="list-style-type: none"> (MANDATORY): Leading up to the due date, meet with Case Managers for Clarification
12/15	<input type="checkbox"/>	<p>Note: Multiple Workbooks and/or tabs are necessary for some schools:</p> <ul style="list-style-type: none"> ELC: 1) <u>rising "K" students</u> (include projected building placement); 2) <u>returning PK students</u> Elementary: 1) K - 4th grades; 2) 5th grade (rising 6th grade) MSGA: current <u>6th grade</u> (rising 7th grade) MMS: 1) current <u>7th grade</u> (rising 8th grade); 2) <u>8th grade</u> (rising to 9th grade) MHS: 1) <u>9th-11th grades</u> (all returning students); 2) <u>12th grade</u> (projected returning)
12/15	<input type="checkbox"/>	Collaborate with local school MTSS coordinator to update your school's list of pending cases: <ul style="list-style-type: none"> The 'MTSS Pending Log' can be accessed via Google Drive and should be inclusive of Tier 2 students and those with signed consent. Please conduct a review of this document by 12/15/21 DUE DATE
12/15	<input type="checkbox"/>	<p>Save completed 'Special Education Allotment Projections Spreadsheet' (s) to the individual school folder for your respective school within the DSS_Share Drive → SY23 Folder → Allotment Projections 22-23.</p> <ul style="list-style-type: none"> Save File as "Special Education Allotment Projections Spreadsheet(SCH.CASE MGR)'_ Validated" <ul style="list-style-type: none"> Example (only) Special Education Allotment Projections Spreadsheet(LKE.COPELAND)'_ Validated"
12/15	<input type="checkbox"/>	PLEASE NOTIFY: Once all spreadsheets have been uploaded, please ensure to email your District Administrator (and copy Frida Mar) informing of this completion of task
<input type="checkbox"/>	2022	Share and discuss the ' Special Education Allotment Projections Spreadsheet ' (s) and the ' MTSS Pending Log ' with local school administration between January 5 th - 14 th , 2022 (no later)
	FYI ONLY	<p>Allotment Review Meetings will take place at Central Office.</p> <ul style="list-style-type: none"> → January 19th – 28th, 2022 → March 2022
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Reminders: <u>ONGOING</u> Maintenance Activities</p> <ul style="list-style-type: none"> → Once a combined School Allotment Workbook has been created for your school, regularly review and update this workbook within your individual school folder in the DSS Shared Drive as Annual Reviews are held. ****PLEASE HIGHLIGHT ANY CHANGES**** THIS DOCUMENT WILL BE USED FOR FALL SCHEDULING. → Continue to revise/adjust 'MTSS Pending Log' to include changes that occur to prepare for fall scheduling in August → Share updates with local school administration and ensure to notify District Administrator.

Complete by		District Administrators
<input type="checkbox"/>	Dec. 15th, 2021 thru Jan. 18th, 2022	<ul style="list-style-type: none"> → When notified that spreadsheets have been uploaded, conduct review based on DA Checklist. → Consult with Frida Mar to develop 'Primary' School Allotment Workbooks for each school. → Prepare for and participate in scheduled Allotment Review Meetings Jan. 19-28th and March 2022