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BILL RICHARDSON
Governor

February 5, 2004

Memorandum

TO: Special Education Directors

FROM: Sam Howarth
State Director of Special Education

RE: FTE/Class Size Guidelines for Teachers Who Are Certified in Special Education and General Education

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We are frequently asked how to determine the number of general education students a special education teacher can be expected to teach if that teacher is also carrying a special education caseload. This question also applies to general education teachers who carry a gifted caseload.

- Start with the full time equivalency (FTE) for the teacher.
- Compute the special education caseload in the usual way to determine the part of the FTE that is attributed to special education.
- Subtract the special education FTE from the total FTE.
- The remaining FTE is the general education FTE.
- Multiply the general education FTE times the class size for that grade to determine the number of general education students that teacher can support.

Example 1

Mr. Jones is a full time teacher of a fourth grade inclusion class and he is certified to teach both special and general education. He is assigned two D-level students. How many general education students can he support?

2 D-level students = 2/8 = 0.25
1.00 – 0.25 = 0.75
0.75 X 24 = **18 students**

Example 2

Ms. Garcia is a full time teacher of a kindergarten inclusion class and she is certified to teach both special and general education. She is assigned four D-level students, two in the morning session and two in the afternoon session. How many general education students can she support without an aide?

4 D-level students = 4/8 = 0.5
1.00 – 0.5 = 0.5
0.5 X 30 = **15 students, 7 in one session and 8 in the other session**

Example 3

Ms. Steinberg is a full time teacher of high school English and he is certified to teach both special and general education. He is assigned two C-level students and five B-level students who require support in English. How many general education students can he support?

2 C-level students = 2/15 = 0.13
5 B-level students = 5/24 = 0.21
1.00 – 0.34 = 0.66
0.66 X 150 = **100 students (with no class going over 30 students)**

Example 4

Mr. Martinez is a full time certified teacher of high school science. He is assigned 20 A-level gifted students. How many general education students can he support?

20 A-level students = 20/35 = 0.57
1.00 – 0.57 = 0.43
0.43 X 160 = **69 students**