Annualized Caseload Training:

In order to determine annualized caseload for a teacher, you will need a November caseload report. Here we are looking at a sample caseload report from a LEA for a self-contained high school classroom. According to this information, Teacher Tammy provides direct service minutes of 12,595 to 11 students. This document also indicates that she is responsible for 1,695 indirect minutes. For Safety Net purposes, indirect minutes cannot be considered in annualized caseload.

For computing annualized caseload, you would use the November direct service minutes of 12,595 and multiply that number by the number of weeks in the school year. Traditionally, there are 36 weeks in the school year for a total of 180 days. Based on our calculations, this amount would be 453,420 minutes attributed for Teacher Tammy.
We would input the Annual Caseload on the Current IEP-Staff Costs Tab under Special Education Certificated Staff under Teacher Tammy on line 10.