

September 27, 2015

Dear Principals,

I am writing to address questions and concerns that many of you have expressed related to 10th day staffing or funding adjustments for Diverse Learners. I want to underscore this key principle to all principals and parents: every child with an IEP in CPS will have the requirements of their IEP met. It is both our obligation and our responsibility to ensure that our children receive their services.

First, I'd like to review the background about how we reached this point, and then processes going forward.

As you know, the District is undertaking a transformation of the way we deliver services to Diverse Learners. For years, we have seen an increase in staffing levels, a decrease in enrollment and yet no change in outcomes - and as a result, we must improve the way we deliver services. We know that we must enhance our supports and training for our building leaders, general educators and special education teachers so that our students can accelerate. The District also decided that we need to better train paraprofessionals to support Diverse Learners with an eye to independence and instruction in classrooms alongside their peers. We are also aligning our staffing levels to better comply with ISBE's guidelines.

When the Office of Diverse Learner Supports and Services allocated school-based special education positions in the past, we used January enrollment numbers, manually reviewed IEP needs for students and made projections for the upcoming school year based on dated information. The old process was not transparent, unnecessarily slow, unresponsive to student movement and difficult to make a direct correlation between what was written into IEPs and the resources that were allocated to schools. Those inefficiencies were even more evident when we began the process of right-sizing staffing allocations to meet ISBE guidelines. As a result, our office made adjustments in our process this summer for the current fiscal year.

When budgets were released in July and confirmed in August, they were based on enrollment assumptions coupled with our continued right-sizing efforts. On Friday September 25th, you received your SBB and diverse learner allocations according to ISBE guidelines using actual 10th day enrollment in our schools.

How 10th Day Enrollment Impacted Diverse Learner Allocations

The changes that you saw in your 10th day allocations were a reflection of the students who actually enrolled in your school by the 10th day. To meet these students' needs, ODLSS revised an existing formula in SSM that takes into consideration all the entered IEP requirements for each diverse learner. The revised



SSM formula produces allocations based on the following factors:

- Actual Enrollment on 10th day
- Amount of Required Services (e.g., Teacher and Paraprofessional minutes in the IEP)
- Student age range
- ISBE class size guidelines
- Student movement between schools

The revised SSM formula was designed to standardize the allocation process, make it more transparent and responsive to amounts of required services, and to directly align to the ISBE guidelines. I am confident that the revised SSM formula will ultimately benefit our students by fairly and equitably allocating positions per every student's IEP.

How to Appeal 10th Day Diverse Learner Allocations

If you have concerns with your adjusted allocation based on 10th day enrollment and you believe that additional support is required, you can always use your existing funding sources to fill this gap. (Of course, diverse learners also generate dollars within student-based budgets, based on their LRE designation.) However, if you continue to have funding concerns, and want to appeal for additional centrally funded positions, you may submit a request through the **Supplemental Services Review (SSR)** panel process that was announced on September 11th. The SSR process requires schools to submit completed scheduling templates. The SSR panel is comprised of representatives representing the Chief Education Office, Finance, Talent, Networks and ODLSS to meet on a rolling basis to review school appeals. *The school submission deadline for the first panel review is Tuesday September 29, 2015.*

If schools are participating in the ALL MEANS ALL pilot and want to appeal the 10th day monetary allocation, email our Director of Resource Management, Rahul Sharma at rsharma2@cps.edu and send in completed scheduling templates.

We are committed to reviewing all submitted requests that appeal preliminary school budget adjustments before Talent's deadline for distribution of impact letters.

How ODLSS is Here to Support

Rahul Sharma officially transitioned from ODLSS Pupil Personnel Services to Resource Management as Director. His team works with our Data Compliance team, the budget office and SSR panel to ensure schools are staffed per student IEP needs. Should you have questions about our process, feel free to reach out to him directly.



Our Diverse Learner Support Leaders (DLSL) are also a resource for networks and schools. We continue to stress that a key approach to improving services to Diverse Learners is that they should be scheduled first, and many of you have worked tirelessly to make sure that this happened at your school.

Useful Links

You can find additional information about our new allocation request appeal process - the SSR - on the Knowledge Center. The link can be found here:

<https://sites.google.com/a/cps.edu/kc/diverse-learners/supplemental-services-review-information>

The SSC held two webinars last week regarding 10th day adjustments. Talent, Finance and ODLSS participated. Here are the links to the September 25th webinar.

RECORDING: [PART 1 - 10th/20th Day Adjustments](#)

RECORDING: [PART 2 - 10th/20th Day Adjustments](#)

We fully realize that your jobs are not easy and require a lot of support from the network and central offices so that you can do what you do best- educate our children. Please know that we stand ready to assist and support you and your school teams as we face the challenges ahead. Again, please know that we stand firm in our commitment to deliver all IEP services to our children.

Sincerely,

Markay L. Winston, Ph. D.

attachment: Q & A 10th Day Diverse Learners

cc:

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