

Special Education Director Application for Professional Level Reimbursement Exemption

Administrators (special education directors (AD), assistant directors (SU), or special education supervisor/coordinators (SU)) including infant-toddler program administrators, may be hand approved for reimbursement if they:

- hold an administrative endorsement (school psychology is not an administrative endorsement);
- have a special education license endorsement, and
- are currently enrolled in a university program that will allow them to complete requirements within 3 years;
- have 3 years of accredited special education experience.

LEA Name:

LEA #:

Position Type: AD-Special Education Director SU-Assistant Special Education Dir/Special Education Sup/Coord

Name of person to contact with questions:

Contact Phone Number:

Contact E-mail Address:

Name of person needing hand approval:

KSDE Educator ID of person needing hand approval:

Current Administrative Endorsement(s) held by person needing hand approval:

District Administration

Building Leadership

Building Administration

SpEd Supervisor/Coordinator

Program Leadership

Special Education Endorsement(s):

Please attach evidence of program enrollment

Number of years of Accredited Special Education Experience (3 required): _____

Estimated date of endorsement being added: _____

Initial Application

Renewal Application

If renewal, please explain reason for extension:

In applying for reimbursement under this administrative exemption, the LEA acknowledges:

- As the individual being claimed is not properly licensed for the position they are filling, the time being claimed does not count as accredited experience for the individual being claimed.
- This exemption does not cover any KSDE reporting requirements with the single exception of the Special Teacher portion of Categorical Aid Reimbursement.