

# 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
- ☐ Special Education Supervisor/Coordinator ☐ Program Leadership

Current 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 ☐

Please explain reason for approval or extension (if renewal, must be completed):

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.