

SPECIAL EDUCATION PERSONNEL APPROVAL PROCEDURES

--- 2009-10 School Year ---

For use with *iePoint* and *NetCheck*
(October 2009)

This is a compilation of procedures and instructions,
supported by rules and regulations to assist local education agencies
in approving special education personnel for claim reimbursement.

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SPECIAL EDUCATION PERSONNEL APPROVAL 2009-10 School Year

OVERVIEW

Special Education Personnel Approval serves as the primary approval for all personnel providing services to students with disabilities who are receiving special education and related services in accordance with an Individualized Education Program (IEP). All such personnel, including those employed for the regular school term and those employed for summer school, must be approved regardless of the amount of time spent in special education programs.

The employing entity is responsible for transmitting accurate data concerning personnel employed to work in the areas of special education and related services. Missing or inaccurate data may delay approval and/or cause an individual to be disapproved for reimbursement. If an approved employee works full-time in special education for the entire school term, the district/cooperative may receive a maximum of \$9,000 for a professional position and \$3,500 for a non-certified position. Additional payments for summer term days worked are also possible.

ELECTRONIC TRANSMISSIONS

Data for completing Sp Ed Personnel approvals must be transmitted electronically using either *iePoint* or locally developed software.

iePoint is software provided by the Illinois State Board of Education (ISBE) designed to allow special education cooperatives/districts to manage, analyze and transmit special education data via the Internet. Additionally, for those with computer software other than *iePoint*, *NetCheck* must be used to insure data validity prior to acceptance of each data transmission. Harrisburg Project will provide any necessary instructions for transmitting data. If you have questions contact Harrisburg Project at 1-800-635-5274 or via email at support@hbug.k12.il.us.

The Special Education Authorization (Harrisburg Sign-up) application, located in ISBE's Web Application Security (IWAS) system, is the electronic authorization system that all districts/cooperatives must complete to authorize the electronic transmission of special education pupil and personnel approval and claim data.

INSTRUCTIONS FOR SPECIAL EDUCATION PERSONNEL APPROVAL

GENERAL INFORMATION

Additions

To add personnel employed to provide special education and related services for any part of 2009 summer school or the 2009-10 regular term, enter the last and first name without abbreviations along with the nine-digit Social Security number for the employee being reported in the appropriate fields. Refer to the *Specific Approval Information* beginning on page 3. For existing entries, verify that the name fields are correct and make any necessary changes using the edit option. Accuracy in reporting the Social Security number is extremely important as it is used to match the Personnel Approval file with certification/approval records.

Deletions

If an individual is listed on the database, but was not employed for any days during the 2009 summer school term or the 2009-10 regular school term, delete the individual's entry from the form by using the delete option. Do not delete any individuals who were employed during 2009 summer school or the 2009-10 regular terms, regardless of the number of days of employment.

Changes

Check to be certain that the data on file are complete and accurate. If an error is found or if a change is needed in current data, make the changes according to your database edit instructions.

QUESTIONS

Questions pertaining to the submission of personnel data should be directed to the person(s) listed in the cover memo regarding the most recent transmission or contact:

Illinois State Board of Education
Funding and Disbursement Services Division
100 North First Street
Springfield, Illinois 62777-0001
Attn: Sharon Conrath
Phone: 217/782-5256
Fax: 217/782-3910

Questions pertaining to the operation of *iPoint* or *NetCheck* should be directed to
Harrisburg Project (1-800-635-5274)

SPECIFIC APPROVAL INFORMATION

Region-County-District-Type (RCDT) Code

Enter the unique eleven-digit number assigned by the Illinois State Board of Education for the employing entity. See the most recent [Directory of Educational Entities](#) to verify this number.

Special Education Identification Code

The special education identification code differentiates personnel eligible for special education personnel reimbursement per the requirements of Sections 14-12.01 and 14-13.01 of the School Code from those not eligible for such reimbursement, i.e., those whose salary is fully funded from other sources. Other funding sources for personnel include IDEA, Part B and Preschool, Section 14-7.03 of the School Code, etc. Special education identification codes 1 and 3 through 6 indicate that reimbursement **will** be claimed; codes 7 and 9 indicate that reimbursement will **not** be claimed.

It is possible for an individual to be employed under more than one special education identification code. For example, if a teacher is assigned to a classroom serving students with emotional disturbances in the morning and provides home/hospital services to other students in the afternoon, this teacher would be reported twice; once as special education identification code 1 and once as special education identification code 4.

When listing individuals under two special education identification codes, please pay close attention to the following information. During a single term, an individual cannot be listed in identification code 1 or 3 to indicate that personnel reimbursement will be claimed and listed again in identification code 7 or 9 indicating full funding of the salary from other sources. If an individual's salary is being paid from local funds or a **combination of local and federal** funds, the individual working with special education programs should **only** be listed once under special education identification codes 1 for certified professional employees or 3 for noncertified personnel. These codes would pertain if salary data will be reported on the Special Education Personnel Claim. An individual should be listed under special education identification codes 7 for certified professional staff or 9 for noncertified staff only if there are **no** local funds being used to pay the salary and if no reimbursement claim will be made for the services of the individual. For individuals listed under special education codes 7 or 9, salary would be listed in the appropriate field.

The only exception to this general rule occurs when local funds used to generate personnel reimbursement are reported in conjunction with another state funding source, e.g., Section 14-7.03 Orphanage funds. When a district has an individual who is being paid from local funds and also Section 14-7.03 Orphanage funds, this individual must be entered twice—once under special education identification codes 1 or 3 and again under special education identification codes 7 or 9. For codes 1 or 3, the district will claim the individual's part-time local salary in the appropriate local funds field. For codes 7 or 9, the district will report the individual's part-time Section 14-7.03 Orphanage salary in the Orphanage salary field. The individual's time and salary under each code must be computed based on the percentage of time spent in each program.

To summarize, do not split the reporting of individuals working under a combination of local and federal funds; list these individuals only under special education identification codes 1 or 3. Do split the reporting of individuals working under a combination of local and Section 14-7.03 Orphanage funds; list these individuals under special education identification codes 1 and 7 or 3 and 9. If the existing identification code number is incorrect, the entry must be corrected.

Use the following table to choose the one appropriate number to enter in the Special Education Identification field that reflects the professional status of the employee and designates whether or not special education personnel reimbursement will be claimed.

<u>ID Code</u>	<u>Special Education Identification Description</u>
1	Certified professional employee --an individual employed in work assignments requiring special education certification or approval or appropriate credentials/information on file at the employing entity; indicates that special education personnel reimbursement will be claimed. See Appendices A and C for appropriate work assignments for this ID code.
3	Necessary noncertified employee --an individual employed in a work assignment that does not require ISBE certification or approval; indicates that special education personnel reimbursement will be claimed. See Appendix B for appropriate work assignments for this ID code.
4	Home/hospital instructor, <u>in-state</u> --an individual employed to provide instruction in the home of the student or in a hospital setting due to medical reasons; indicates that special education personnel reimbursement will be claimed. The position requires teacher certification or approval for regular education students. Students with disabilities being served require a certified teacher who is credentialed in the area of the student's disability. Insert work assignment HHI . A Type 39 Substitute Certificate is not valid for this position.
5	Reader for student with visual impairment --an individual employed to provide reading services; does not require Illinois State Board of Education certification or approval; indicates that special education personnel reimbursement will be claimed. The appropriate work assignment to be inserted is RBP . The individual must have a high school diploma or equivalent and must have completed at least three hours of in-service training. District should maintain a copy of High School diploma and record of in-service training for files.
6	Home/hospital instructor, <u>out-of-state</u> --an individual employed to provide instruction, due to medical reasons, in a hospital setting located outside of Illinois; indicates that special education personnel reimbursement will be claimed. This position requires that evidence of the appropriate out-of-state credentials be maintained at the employing entity. Insert work assignment HHI .
7	Certified professional employee --an individual employed in work assignments requiring special education certification or approval or appropriate credentials/information on file at the employing entity; indicates that special education personnel reimbursement will not be claimed. See Appendices A and C for appropriate work assignments for this ID code.
9	Necessary noncertified employee --an individual employed in a work assignment that does not require certification or approval; indicates that special education personnel reimbursement will not be claimed. See Appendix B.

Term Codes

<u>Code</u>	<u>Term</u>
R	Regular term (2009-10 school year)
S	Summer term (2009 summer term)
B	Both terms

The term code indicates whether the individual is being employed in the work assignment for regular term only, summer term only or both terms. When adding an employee, give the one appropriate code that reflects when the individual is or was employed. If an individual was employed for **summer school only**, the term code of **S** is to be used; likewise, if employed for **regular term only**, the term code of **R** is to be used. In cases where an individual is employed **for the summer and regular term** in the same work assignment, the term code of **B** is to be used. However, if an individual is employed in different work assignments for the regular term and the summer term, the individual must be entered twice; the term code of **R** would designate the regular term assignment and **S** would designate the summer term assignment.

Cross-categorical

If a teacher is assigned to a cross-categorical classroom, mark this field to indicate cross-categorical. **If the teacher is not assigned to a noncategorical/cross-categorical classroom, leave this field blank.**

Cross-categorical indicates that students with two or more different primary disabilities are served together in an instructional setting. Per the requirements of [23 Illinois Administrative Code Section 226.731](#), such programs

...shall be formulated only under the following circumstances:

- A) The students are grouped in relation to a common educational need, **or***
- B) The program can be completely individualized, and*
- C) The teacher is qualified to plan and provide an appropriate educational program for each student in the group.*

An individual who holds an appropriate credential in one category of disability may teach in a cross-categorical program serving students in two primary disability areas. Likewise, an individual who holds appropriate credentials for “two of three” categories of disability will be approved. Please note that some endorsements or approvals may not be valid for meeting the requirements for cross-categorical assignments.

Work Assignment

A maximum of three appropriate work assignments may be submitted on employee data. See Appendices A through C for a listing of available work assignments. The only acceptable code for Home/Hospital Instructors is HHI, whether the Special Education ID code is 4 or 6.

To correct an existing work assignment, simply insert the correct code. If the field is blank and needs to be completed, insert the correct code or codes in Work Assignment 1, 2, and/or 3 as needed.

Please note that a district should only list and claim a regular education teacher (e.g., home economics, industrial arts, music, drama, art) who is teaching a classroom of only students with disabilities who have IEPs, and are providing modified curriculum instruction appropriate to the students' IEPs and abilities. Educational services provided for a student with an IEP who is a member of a regular education class are not reimbursable.

When a certified employee is working in a supervisory position insert **SUP** in Work Assignment 1 and the code(s) for the categories of disabilities being supervised in Work Assignments 2 and/or 3. If an individual supervises more than two categories, insert the two categories in which the person spends the most time.

If an [ISBE Form 73-42 Request for Approval of Other Special Education Personnel](http://www.isbe.net/certification/html/publicpzz.htm) has been submitted, use the work assignment code for which you requested approval when entering the work assignment. Upon approval, a work assignment code will be indicated in the letter received from the Certification Division. Verify this code and make any changes necessary on the personnel data base. Application process for ISBE Form 73-42: <http://www.isbe.net/certification/html/publicpzz.htm>

If an [ISBE Form 73-86 Application for Short Term Emergency Certification in Special Education](http://www.isbe.net/certification/html/stecaprocedures.htm) has been requested, record the type of student disabilities (SLD, ED, MR, or PI) that the teacher is serving in work assignments 1, 2, and/or 3. ISBE will check for proper credentials which may include this new certificate. Application process for Short Term Emergency Certificate is available at: <http://www.isbe.net/certification/html/stecaprocedures.htm>

Aides, whether program aides, teacher aides or individual aides who assist special education students under the direct supervision of a teacher, are reported under the work assignment code **PA** in Work Assignment 1. Per the requirements of [23 Illinois Administrative Code Section 226.800](#), such aides must receive “training experiences appropriate to the nature of their responsibilities.” *Speech Language Assistants are not included in the above PA code.* Their work assignment should be **NSL** as described in Appendix B. Additionally, please note that **transportation aides are not eligible** for reimbursement through the personnel approval and reimbursement process.

All noncertified work assignments and codes listed in Appendix B must be reported under special education identification code 3 or 9. Noncertified employees whose specific work assignments are not included in Appendix B must be reported under work assignment code **NZZ** to denote other necessary noncertified employees. Documentation to support the work assignment must be maintained at the district level.

If the work assignment is Reader for Student with Visual Impairment, the correct work assignment code is **RBP** with an ID code of 5.

Paraprofessionals

Special education personnel with the paraprofessional work assignments indicated below have additional data reporting requirements.

PSL – Speech/Language Paraprofessional (Certified Position)

PA – Program Assistant/Individual Student Aide (Non-Certified Position)

NLP – Lunchroom/Playground Aide (Non-Certified Position)

NHA – Noncertified Health Aide (Non-Certified Position)

NOT – Occupational Therapy Assistant (Non-Certified Position)

NPT – Physical Therapy Assistant (Non-Certified Position)

NSL – Speech/Language Assistant (Non-Certified Position)

Paraprofessional FTE must be reported for students served ages 3 thru 5 and 6 thru 21 for the regular and summer terms. To accurately represent this data, the regular and summer FTE for these age ranges must be reported for each applicable work assignment.

For example, if the personnel is reported with the Regular Term Code (R) using both NHA and PA work assignments, FTE for students served ages 3 thru 5 and ages 6 thru 21 for the regular term would be reported for each work assignment, a total of 4 entries.

EXAMPLE: NHA – Noncertified Health Aide (non-certified position) – Regular Term Personnel working with students ages 3 thru 5 half a day, and ages 6 thru 21 half a day, would report .5 FTE in each age range for the regular term – a total of two entries for that work assignment. This example also applies to summer term personnel, with two entries per work assignment.

When personnel are reported for the regular and summer terms using the B Term Code, FTE for students serving ages 3 thru 5 and ages 6 thru 21 must be reported for regular and summer term, a total of 4 entries for each work assignment.

When time is spent serving both age ranges, estimate the FTE as accurately as possible.

Status Codes

When reports are generated to review data, information regarding the status codes will be available. Status codes are used by the Illinois State Board of Education to indicate the approval status of each work assignment code listed for a staff member following a check against the credentials held by the individual. A status code of “1” indicates the work assignment is approved; “2” means the individual has a time-specific approval; “3” indicates that the work assignment is disapproved for the individual; and “5” indicates a temporary approval based on a provisional certificate issued for only part of the school year.

If an employee is in a cross-categorical position and, for example, code “1” is indicated for one work assignment and code “3” is indicated for another work assignment, check the final status code to determine whether the individual is approved or disapproved.

If code “3” is indicated but the employing entity has documentation of certification, endorsements or approvals, this documentation should be submitted to the contact person(s) noted in the cover letter for the most recent transmission of personnel approval. However, prior to submitting documentation, the following items should be carefully reviewed and verified:

- Does the Social Security number on the data file exactly match that on the teaching certificate or letter of approval?

If the Social Security number is incorrect on the entry, simply enter the correct information.

If the Social Security number on the certificate or letter of approval is incorrect, send a brief explanation with the following additional information to the contact person(s) noted in the cover letter for the most recent transmission of personnel approval.

- A.) A copy of the individual’s Social Security card,
- B.) A copy of the certificate and/or letter of approval, and
- C.) The region-county-district-type code for the employing district.

- Does the RCDT (region-county-district-type) code on the data file match that on the letter of approval? If this assigned number on [ISBE Form 73-42 Request for Approval of Other Special Education Personnel](#) is incorrect, send a brief explanation of the problem and the correction needed to the contact person(s) noted in the cover letter with the most recent transmission of personnel approval.

Overall Status Code

This code indicates the overall approval status for the individual. The codes used are “1” to indicate approval, “2” to indicate time-specific approval, “3” to indicate disapproval and “4” to indicate that the work assignment is disapproved but because there is more than one work assignment listed on the personnel approval file, partial reimbursement will be paid for the work assignments that are approved. If a “3” is in this field, but each work assignment contains a “1,” check the edit errors sent with the transmission information to determine the error.

OTHER PERSONNEL APPROVAL INFORMATION

Items include:

- Registration of Certificates/Approvals
- Employee Files
- Director of Special Education
- Supervision
- Early Childhood Special Education
- Internships
- Short Term Emergency Certificate
- Contractual Employees
- Positions Requiring Only Documentation at the Local Level
- Employment in Excess of 1.0 FTE
- Substitute Teachers
- Summer School
- Transportation Personnel
- Documents and Forms
- Educator Certification System (ECS)

Registration of Certificates/Approvals

Personnel are required to register teaching and pupil personnel service, i.e., school psychology, school social work, school nurse, and guidance counselor, certificates/approvals with the Regional Office of Education for the area in which they are employed.

Employee Files

Employee files must be maintained with documentation applicable to the requirements for the work assignment, i.e., evidence of degrees earned; certification, approvals, and/or licenses; registrations and annual registration updates; letters of application for membership/certification; examination approvals; contracts; and/or evidence of board approvals. A current job description must be maintained in each employee file; the responsibilities must reflect those activities which are appropriate for the indicated work assignment(s). An individual must hold the credentials required for the position as described. For consideration of approval for personnel who are not fully certified in the following areas: School Nurse Intern (PNA), School Psychologist Intern (PSP), School Social Worker Intern (PSW), or Adapted Physical Education approval (PPE), the district must submit an application on [ISBE Form 73-42 Request for Approval of Other Special Education Personnel](#). For consideration of approval for Speech/Language Paraprofessional (PSL), the district must submit an application on [ISBE Form 73-51 Request for Approval of a Speech and Language Paraprofessional](#). [ISBE Form 73-86 Application for Short Term Emergency Certification in Special Education](#) must be submitted when applying for an [LBSI position in which no certified teacher is available](#). [The request for approval and/or application for Short Term Emergency certificate must be submitted within 30 days of the start of a special class or service, in accordance with Section 14-12.01 of the School Code. See Appendices A through C for additional information.](#)

Director of Special Education

Each recognized special education district/cooperative must employ a full-time state-approved director of special education. As of July 1, 2005 the Director and Assistant Director must be properly credentialed and must hold the Director of Special Education Endorsement to qualify; please refer to [23 Illinois Administrative Code, Section 25.365](#) for specific instructions/qualifications. Additionally, a copy of the board meeting minutes in which the hiring is finalized and/or other proof of employment is required to be sent to ISBE.

A state-approved director of special education is responsible for the overall administration of comprehensive special education programs and services. The position is listed as work assignment **DIR** for personnel approval.

If local education agencies within a special education cooperative employ a full-time administrator for special education programs, that individual must also hold the Director of Special Education Endorsement. He/she would be considered an assistant to the state-approved director of special education and listed as work assignment **PAD** for personnel approval.

Supervision

Two types of supervision are required to be provided to special education staff, i.e., line supervision and technical assistance supervision. Line supervision refers to the on-site, day-to-day supervision and evaluation of teaching and support services staff as they perform general functions of the classroom or support service. This role (line supervision) is generally performed by a building principal. An individual doing line supervision would most likely be an administrator of a special school reported under work assignment code **A**. Line supervision requires a certificate endorsement or approval in the primary area(s) of disability served by the school **in addition to** an Administrative Certificate (Type 75) endorsed in one of the following areas: General Supervisory, General Administrative, Director of Special Education, or Superintendent. Please refer to 23 Illinois Administrative Code, Section 1.705.

Technical assistance supervision refers to assistance and programmatic advice given to Special Education staff, administrators, and line supervisors. This type of supervision requires specialized knowledge and experience in the particular area(s) being supervised. A technical assistance supervisor is reported under work assignment **SUP**. The individual may be assigned to one building, but is more often assigned to an area, as daily assistance is not required. In all cases for the provision of technical assistance supervision, endorsements or approvals are required for each area in which technical assistance supervision is being provided.

Additionally and as appropriate for the position, the individual must hold a Supervisor of Special Education Approval, or an appropriate certificate endorsed for supervising in an area of disability, or an Administrative Certificate (Type 75) endorsed in one of the following areas: General Supervisory, General Administrative, Director of Special Education, or Superintendent, or a School Service Personnel Certificate (Type 73) endorsed for supervision of the pupil personnel service area for which the person holds the certificate.

Early Childhood Special Education

The term “early childhood” refers to noncategorical programming for students, generally ages three through five. Individuals teaching in such a noncategorical/cross-categorical early childhood special education program must hold either an Early Childhood Special Education Certificate (Type 02 or 04) with an Early Childhood Special Education endorsement or approval, OR a full unlimited LBS1 certificate (Type 10 or Type 03/09 split) with an Early Childhood Special Education Approval. This would be reported under work assignment ECT. Refer to [23 Illinois Administrative Code, Section 226.810](#) and the [“Final Transition Rules”](#) in effect as amendments to these rules for specific instructions.

Internships

All approval/eligibility letters for internships and internship program plans must be maintained in district files. Completion of [ISBE Form 73-44 Notification of School Service Personnel Intern Eligibility Status](#) **and** [ISBE Form 73-42 Request for Approval of Other Special Education Personnel](#) is required for school psychologist, school social worker and school nurse interns. For the Speech Language Pathologist Intern, the applicant must submit the [ISBE Form 73-03D Application for School Service Personnel or Administrative Certificate](#). For the School Counselor Intern the applicant must submit the [ISBE Form 73-94 Application for Interim Certification as School Counselor Intern](#). A district may not claim reimbursement in excess of the amount paid for the intern’s services.

Short Term Emergency Certificate

Persons desiring to be approved for LBS1 positions for which they are not certified can seek approval through the submission of [ISBE Form 73-86 Application for Short Term Emergency Certification in Special Education](#). They should be entered on the data base with the work assignment requested. Upon issuance of the Short Term Emergency Certificate, please verify the work assignment and make any necessary changes to the data. For additional information regarding work assignments and documentation to be maintained, see Appendices A through C or the [“Final Transition Rules”](#) in effect as amendments to these rules.

Contractual Employees

If there is a contractual agreement for services with an agency other than the employing/reporting school district/cooperative, those contractual employees are considered employees of the district/cooperative for reporting and monitoring purposes. Those individuals must be entered on the data and are required to meet the state certification and/or approval standards or the requirements listed in these instructions for certain work assignments. Contractual personnel must be provided public school technical assistance and line supervision. A copy of the contractual agreement must be maintained in the employee file in the district/cooperative. Please note some district/joint agreement specific approvals cannot be issued for contractual employment.

Positions Requiring Only Documentation at the Local Level

Individuals employed as art therapists, audiologists, contractual consultants (federal funds only), daily living skills specialists, medical services personnel, music therapists, occupational therapists, orientation and mobility specialists, physical therapists, recreational therapists, rehabilitation counselors and vocational transition specialists will be approved through the submission of personnel data with no further documentation required at ISBE. Please refer to Appendix A for the documentation required to be maintained at the local level.

Employment in Excess of 1.0 Full-Time Equivalency (FTE)

No individual may be claimed for more than 1.0 FTE across all work assignments unless a written request is received detailing the reasons for the assignments. Generally, these requests will only be considered when different employing entities are involved. Such requests will not be granted as a means of circumventing the requirement to employ sufficient, appropriately certified staff or local contractual issues. Requests for approval should be directed to Judy Conboy, contact person for Special Education Personnel Reimbursement Claims.

Substitute Teachers

Substitute teachers who hold only a Substitute (K-12) Certificate (Type 39) may teach only when a certificated person is currently under contract for the position and a teacher certified for the area to be served is not available per the requirements of Section 21-9 of the School Code. However, such a substitute teacher is not eligible for personnel reimbursement. The following table indicates the availability of reimbursement for substitute teachers dependent upon the need and the certification. However, the combined total of days served by a substitute and the contracted teacher must not exceed one full-time equivalent employee.

Substitute Position	Certificate/Approval Required	Report on Personnel Data
Works no more than 90 days in place of a contracted special education teacher on paid leave	Appropriate teaching certificate for position or a Substitute (K-12) Certificate - (Type 39) may work up to 90 days	Not required to be reported; not eligible for personnel reimbursement
Works no more than 90 days in place of a contracted special education teacher on unpaid leave	Appropriate credentials for the special education position	Required to be reported; eligible for personnel reimbursement
Works more than 90 days in place of a contracted special education teacher on leave, paid or unpaid	Appropriate credentials for the special education position	Required to be reported; eligible for personnel reimbursement

Summer School

Special education personnel reimbursement is only available during the summer before term for those persons working **directly** with students in an instructional or diagnostic capacity and for those persons necessary to support these instructional and diagnostic personnel. Section 14-13.01 of the School Code states, in part: “When any school district...operates a school or program...in excess of 180 days...” If no students are present, there is no summer term school or program; hence, no reimbursement is available.

Personnel employed for the summer term are to be reported on the first transmission of personnel data submitted early in the fall each year. All entities reporting personnel employed for the summer term must record and retain on file for audit purposes, the summer term beginning and ending dates. A maximum of 55 summer days will be reimbursed.

In the event that no instructional program is needed or offered during the summer, but a related service is required on an IEP, such service must be provided using local or federal funds. Personnel reimbursement may not be claimed for providing a related service during the summer unless the related service is being provided in conjunction with an instructional program offered during the summer school term.

Transportation Personnel

Transportation aides and other transportation personnel are not reported on personnel data. State reimbursement for the services provided by transportation personnel are to be claimed on the *Annual Claim for Pupil Transportation Reimbursement*.

Documents and Forms Which May Be Needed for Personnel Employment and Approval Information

Minimum Requirements for State Certificates

[23 Illinois Administrative Code, Sections 226.800, 226.810, and 226.820](#)

[226 Final Transition Rules](#)

ISBE Form 73-01 Application for Alternative Certificate

ISBE Form 73-03C Application for Certificate

ISBE Form 73-03D Application for School Service Personnel or Administrative Certificate

ISBE Form 73-05 State Approved Program Verification Form

ISBE Form 73-23 Application for Provisional Vocational Certificate

ISBE Form 73-26 Request for Evaluation for Approval Areas of Special Education

ISBE Form 73-42 Request for Approval of Other Special Education Personnel

ISBE Form 73-44 Notification of School Service Personnel Intern Eligibility Status

ISBE Form 73-49 Request for Approval as a Bilingual or ESL Teacher

ISBE-Form 73-51 Request for Approval of Speech/Language Paraprofessional

ISBE Form 73-52 Application for Endorsement of Elementary, Secondary or Admin Certificate

ISBE Form 73-63 Request for Issuance of Provisional Certificate

ISBE Form 73-67 Request for Bilingual Special Education Approval

ISBE Form 73-85 Request to Review File to remove Limitations on LBSI

ISBE Form 73-86 Application for Short Term Emergency Certification in Special Educ.

ISBE Form 73-94 Application for Interim Certification as School Counselor Intern

The forms listed may be obtained by accessing the ISBE website at this location:
<http://www.isbe.net/certification/html/forms.htm> .

Educator Certification System (ECS)

The Illinois State Board of Education's [Educator's Certification System \(ECS\)](#) is a web-based system that allows educators and district administrators access to certification data from ISBE's Teacher Certification Information System (TCIS).

The ECS web site consists of two portals, or doorways to certification data: District administrators can view certification data regarding the educator's issued credentials. Educators can create private accounts and have access to all of their TCIS data, apply for certificates and endorsements, register and renew their certificates, and apply for NCLB HOUSSE HQ status.

ECS now has the option for the General Public to check credentials of individuals employed in Illinois Public Schools.

APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL

The following table lists the work assignments and codes for Special Education Professional Personnel. All requirements necessary for proper certification in these work assignments are found in [23 Illinois Administrative Code Part 226](#) and the [“Final Transition Rules”](#) in effect as amendments to this code.

<u>Work Assignment</u>	<u>Code</u>	<u>Requirements</u>	<u>Forms/Links</u>
Adapted Physical Education Teacher	PPE	An appropriate certificate endorsed for Physical Education and an Adapted Physical Education approval encompassing the grade/age range of students served	ISBE Form 73-42 Request for Approval of Other Special Education Personnel
Administrator of a Special School	A	http://www.isbe.net/certification/requirements/administrative.htm	ISBE Form 73-03D Application for Administrative Certificate
Art Teacher	PAR	An appropriate certificate endorsed for art encompassing the grade/age range of students served	
Art Therapist	PAT	Registration from American Therapy Association or a master's degree in art therapy	
Assistant Director	PAD	The Assistant Director must be properly credentialed and must hold the Administrative Type 75 Certificate with Director of Special Education endorsement. http://www.isbe.net/certification/requirements/administrative.htm	
Audiologist	PAU	Certificate/registration issued by the Illinois Department of Financial and Professional Regulation or Certificate of Clinical Competence in Audiology from the American Speech and Hearing Association	www.idfpr.com www.asha.org
Autism Teacher	AUT	Certificate with a limited or unlimited LBS1 endorsement/approval encompassing the grade/age range of students served	
Behavior Analyst	BA	Each Behavior Analyst shall be a Board Certified Behavior Analyst (BCBA) as evidenced by a current valid certificate awarded by the Behavior Analyst Certification Board, Inc.	www.bacb.com

APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL (Continued)

Work Assignment	Code	Requirements	Forms/Links
Business Manager or Business Manager Assistant	PBM	Bachelor's degree in a business-related field or master's degree in school administration or Administrative Certificate -Type 75 endorsed for Chief School Business Official	
Consultant Contractual	PCS	Evidence of funding approval from the Grants Approval Section or RFP award. This work assignment has been added for the consultant position providing in-service or other types of services on a short-term basis. This consultant may not provide direct services to students. No other work assignment code may be used for these contractual consultants. Use ID code 7 only for this non-reimbursable position.	
Daily Living Skills Specialist	PDL	Certificate from the American Association of Workers for the Blind	
Diagnostic Teacher	PDG	An appropriate certificate endorsed as a Learning Behavior Specialist – Unlimited or a certificate with an endorsement or approval for all areas of exceptionalities to be served (one must be an SLD approval/endorsement)	
Drama Teacher	PDR	An appropriate certificate endorsed for Theatre/Drama arts encompassing the grade/age range of students served	<u>ISBE Form 73-52 Application for Endorsement of Issued Certificate</u>
Early Childhood Teacher	ECT	Early childhood certificate with either an early childhood special education endorsement or early childhood special education approval OR A full LBS1 certificate with an early childhood special education approval	<u>ISBE Form 73-26 Request for Evaluation for Approval Areas of Special Education</u>
Emotional Disturbance/Behavior Disorder	ED	Certificate with an unlimited LBS1 endorsement/approval or limited ED endorsement/approval encompassing the grade/age range of students served	

APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL (Continued)

<u>Work Assignment</u>	<u>Code</u>	<u>Requirements</u>	<u>Forms/Links</u>
School Counselor/Guidance Counselor	PGC	School Service Personnel-Type 73 or another appropriate certificate endorsed for guidance/counseling	<u>ISBE Form 73-03D Application for School Service Personnel or Administrative Certificate</u>
Hearing Impairment	HI	Certificate endorsed for teacher of students with deafness/hard of hearing	
Home Economics Teacher	PHE	An appropriate certificate endorsed for teaching home economics /Family and Consumer Science encompassing the grade/age range of students served	<u>ISBE Form 73-52 Application for Endorsement of Issued Certificate</u>
Industrial Arts Teacher	PIA	An appropriate certificate endorsed for teaching industrial arts /Technology Education encompassing the grade/age range of students served	<u>ISBE Form 73-52 Application for Endorsement of Issued Certificate</u>
Infant/Toddler/Family Specialist	PFS	Use ID code 7 only--for federally funded programs serving infants and toddlers, birth through two years of age. Requires completion of a degree program with evidence of specific training in birth-to-five-year-old child development and family development	
In-service Coordinator	PIC	A certificate with an endorsement or approval as a Learning Behavior Specialist – either limited or unlimited or another appropriate certificate endorsed for an area of exceptionality or a School Service Personnel-Type 73	
Learning Behavior Specialist 1 - Unlimited	LBS	Certificate with an unlimited LBS1 endorsement/approval encompassing the grade/age range of students served	
Medical Services Personnel (Diagnostics and Evaluation)	PMD	Registration from the Illinois Department of Financial and Professional Regulation	<u>www.idfpr.com</u>
Mental Retardation	MR	Certificate with an unlimited LBS1 endorsement/approval or limited MR endorsement/approval encompassing the grade/age range of students served	

**APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL (Continued)**

<u>Work Assignment</u>	<u>Code</u>	<u>Requirements</u>	<u>Forms/Links</u>
Music Teacher	PMU	An appropriate certificate endorsed for music encompassing the grade/age range of students served	<u>ISBE Form 73-52 Application for Endorsement of Issued Certificate</u>
Music Therapist	PMT	Registration from the National Association of Music Therapy or Master's degree in music therapy	
Occupational Therapist	POT	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation	<u>www.idfpr.com</u>
Orientation and Mobility Specialist	POM	Certificate from the American Association of Workers for the Blind or from the Association for the Education and Rehabilitation of the Blind and Visually Impaired	
Orthopedic Impairment	PI	Certificate with an unlimited LBS1 endorsement/approval or limited PH endorsement/approval encompassing the grade/age range of students served	
Other Necessary Professionals	PZZ	<u>NO LONGER ISSUED</u>	
Physical Therapist	PPT	Certificate/registration issued by the Illinois Department of Financial and Professional Regulation	<u>www.idfpr.com</u>
Prevocational Coordinator	PVC	Prevocational Coordinator approval	<u>ISBE Form 73-26 Request for Evaluation for Approval Areas of Special Education</u>
Recreational Therapist	PRT	License from National Therapeutic Recreation Society	
Rehabilitation Counselor	PRC	Certificate from Commission on Rehabilitation Counselor Certification (CRCC) or a master's degree from a recognized institution in rehabilitation counseling	
School Counselor Intern	PCI	School Counselor Intern approval	<u>ISBE Form 73-94 Application for Interim Certification as School Counselor Intern</u>

**APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL (Continued)**

<u>Work Assignment</u>	<u>Code</u>	<u>Requirements</u>	<u>Forms/Links</u>
School Nurse	STN	School Nurse certificate	<u>ISBE 73-03D Application for School Service or Administrative Certificate</u>
School Nurse Intern (4 months)	PNA	School Nurse Intern approval	<u>ISBE Form 73-42 Request for Approval of Other Special Education Personnel</u>
School Nurse (Grandfathered)	PNG	Employed as a registered school nurse prior to July 1, 1976, and continuing in same position in same district/joint agreement	
School Psychologist	SP	School Psychologist certificate	<u>ISBE Form 73-03D Application for School Service or Administrative Certificate</u>
School Psychologist Intern	PSP	School Psychologist Intern approval	<u>ISBE Form 73-42 Request for Approval of Other Special Education Personnel</u> and <u>ISBE Form 73-44 Notification of School Service Personnel Intern Eligibility Status</u>
School Social Worker	SSW	School Social Worker certificate	<u>ISBE Form 73-03D Application for School Service or Administrative Certificate</u>
School Social Work Intern	PSW	School Social Worker Intern approval	<u>ISBE Form 73-42 Request for Approval of Other Special Education Personnel</u> and <u>ISBE Form 73-44 Notification of School Service Personnel Intern Eligibility Status</u>

APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL (Continued)

<u>Work Assignment</u>	<u>Code</u>	<u>Requirements</u>	<u>Forms/Links</u>
Specific Learning Disability	SLD	Certificate with an unlimited LBS1 endorsement/approval or limited SLD endorsement/approval encompassing the grade/age range of students served	
Speech/Language	SL	Certificate endorsed for Speech and Language Pathology (type 10, type 03/09 split, type 73)	
Speech/Language Paraprofessional	PSL	Speech and Language Paraprofessional approval	<u>ISBE Form 73-51 Request for Approval of a Speech/Language Paraprofessional</u>
Speech Language Pathologist Intern	PSI	Type 79 certificate endorsed for Speech and Language Pathology. <i>This three-year, nonrenewable certificate is issued based on a master's/doctoral degree in Speech Pathology/Communication Disorders and a valid IDFPR Speech Pathology license</i>	<u>ISBE Form 73-03D Application for School Service Personnel or Administrative Certificate</u> <u>www.idfpr.com</u>
State-Approved Director of Special Education	DIR	The Director must be properly credentialed and must hold the Director of Special Education Endorsement to qualify; please refer to requirements/qualifications at: <u>http://www.isbe.net/certification/requirements/administrative.htm</u>	
Supervisor (Technical Assistance)	SUP	One of the following: Administrative certificate endorsed in General Supervisory, General Administration, Superintendency, or Director of Special Education AND a certificate endorsed for each area to be supervised Certificate for the area of supervision AND a supervisory endorsement in the area of supervision. Certificate for the area of supervision AND a supervisory approval in the area of supervision <i>***Supervisory approvals are no longer issued.</i>	

**APPENDIX A
SPECIAL EDUCATION PROFESSIONAL PERSONNEL (Continued)**

<u>Work Assignment</u>	<u>Code</u>	<u>Requirements</u>	<u>Forms/Links</u>
Support Teacher	REI	Illinois teaching certificate with an endorsement or approval of Learning Behavior Specialist Unlimited	
Teacher Coordinator of Vocational Education	TEC	Teacher Coordinator approval	<u>ISBE Form 73-26 Request for Evaluation for Approval Areas of Special Education</u>
Transition Consultant	PTC	One approval from either Prevocational Coordinator approval, Teacher Coordinator approval	
Visual Impairment	VI	Certificate endorsed for teacher of students with visual impairments	
Vocational Education Teacher	PVO	Secondary Certificate and requirements stated in <u>23 Illinois Administrative Code, Public Schools Evaluation, Recognition and Supervision</u>	
Vocational Transition Specialist	PVA	Must have contract with the Illinois Department of Rehabilitation Services	

**APPENDIX B
NONCERTIFIED POSITIONS**

The following is a list of positions for noncertified personnel employed in special education programs. If certification/training is required, evidence of this must be maintained at the district level. For all noncertified positions, a job description indicating the specific duties and including the percent of time spent in special education must be maintained in the employee's file.

<u>Work Assignment</u>	<u>Code</u>	<u>Information/Links</u>
Bookkeeper	NBK	
Custodian	NCU	
Hearing/Vision Screener	NHV	Certificate of training issued by the Illinois Department of Public Health
Interpreter for the Deaf	SGN	Comprehensive Skills Certificate issued by the National Registry of Interpreters of the Deaf or verification of skills by a certified person holding a Comprehensive Skills Certificate for the specific subjects. Approval of Educational Interpreters ISBE 77-35
Lunchroom/Playground Aide	NLP	
Noncertified Health Aide	NHA	License issued by the Illinois Department of Financial and Professional Regulation designated as either Licensed Practical Nurse or Registered Professional Nurse www.idfpr.com
Occupational Therapy Assistant	NOT	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation www.idfpr.com
Other Noncertified Employee	NZZ	The individual in this position cannot provide program assistant services
Physical Therapy Assistant	NPT	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation www.idfpr.com
Program Assistant/Individual Student Aide	PA	Aides, whether program aides, teacher aides or individual aides who assist special education students under the direct supervision of a teacher, are reported under the work assignment code PA in Work Assignment 1. Requirements for Program Assistant/Individual Student Aide
Secretary	NSC	
Speech/Language Assistant	NSL	Certificate/Registration issued by the Illinois Department of Financial and Professional Regulation www.idfpr.com
Cued Speech	CUE	Approval process through the Illinois State Board of Education; applicant must complete ISBE form 77-35 (5/06) Approval as Educational Interpreter/Cued

**APPENDIX C
BILINGUAL SPECIAL EDUCATION**

The following is a list of bilingual special education work assignments based on either a 1) Type 29 Transitional Bilingual Certificate; **or** 2) Bilingual Education Approval or Endorsement; **or** 3) ESL Approval or Endorsement. See [23 Illinois Administrative Code, Part 226](#) and the [“Final Transition Rules”](#) in effect as amendments to this code for further details. These work assignments require an approval from the Certification Division via the [ISBE Form 73-67 Request for Bilingual Special Education Approval](#) application process. The following codes would be listed in work assignment 1.

<u>Work Assignment</u>	<u>Code</u>	<u>Work Assignment</u>	<u>Code</u>
Emotional Disturbance	BBD	Orthopedic Impairment	BPH
Early Childhood Special Education	BEC	Speech/Language Impairment	BSL
Cognitive Disability/Mental Retardation	BEM	Cognitive Disability/Mental Retardation	BTM
Hearing Impairment	BHH	Visual Impairment	BVI
Specific Learning Disability	BLD	Learning Behavior Specialist	BLB

The following language codes are to be used in work assignment 2 when a bilingual special education approval code from the above list is used in work assignment 1.

Language Codes for Work Assignments in Bilingual Special Education

<u>Language</u>	<u>Code</u>	<u>Language</u>	<u>Code</u>	<u>Language</u>	<u>Code</u>
Arabic	AR	Hebrew	HE	Russian	RU
Assyrian	AS	Hmong	HM	Serbo-Croatian	SE
Bengali	BE	Hungarian	HU	Slovak	SO
Cantonese	CA	Italian	IA	Spanish	SA
Chinese	CH	Japanese	JA	Tagalog	TG
Creole	CR	Khmer	KH	Telugu	TE
Danish	DA	Korean	KO	Ukrainian	UK
Filipino	FI	Lao	LA	Urdu	UR
French	FR	Mandarin	MA	Vietnamese	VE
German	GE	Panjabi	PN	Winnebago	WI
Greek	GR	Polish	PO		
Gujarti	GU	Portuguese	PR		
Haitian	HA	Romanian	RO		

**APPENDIX C - CONTINUED
BILINGUAL SPECIAL EDUCATION**

The following is a list of language work assignment codes based on either a 1) Special Certificate endorsed in special education; **or** 2) Elementary, Early Childhood, or Secondary Certificate with approval/endorsement in special education; **or** 3) School Service Personnel Certificate-Type 73 endorsed in Guidance, School Social Worker, or School Psychologist for personnel employed in bilingual special education. Approval is obtained from the Certification Division via the [ISBE Form 73-67 Request for Bilingual Special Education Approval](#) application process. See [23 Illinois Administrative Code, Part 226](#) and the [“Final Transition Rules”](#) in effect as amendments to this code for further details. These codes would be used in work assignment 1. When using these codes, the special education work assignment code for the position (See Appendix A) must be inserted in work assignment 2.

Language Approval Codes for Personnel Employed in Bilingual Special Education

<u>Language</u>	<u>Code</u>	<u>Language</u>	<u>Code</u>	<u>Language</u>	<u>Code</u>
Arabic	BAR	Hebrew	BHE	Portuguese	BPR
Assyrian	BAS	Hindi	BHI	Romanian	BRO
Bengali	BBE	Hmong	BHM	Russian	BRU
Cantonese	BCA	Hungarian	BHU	Serbo-Croatian	BSE
Chinese	BCH	Italian	BIA	Slovak	BSO
Creole	BCR	Japanese	BJA	Spanish	BSA
Danish	BDA	Khmer	BKH	Tagalog	BTG
Filipino	BFI	Korean	BKO	Telugu	BTE
French	BFR	Lao	BLA	Ukrainian	BUK
German	BGE	Mandarin	BMA	Urdu	BUR
Greek	BGR	Panjabi	BPN	Vietnamese	BVE
Gujarti	BGU	Philipino	BPI	Winnebago	BWI
Haitian	BHA	Polish	BPO		

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Positions	Description	Size	Comments
1-11	RCDT Code (Region County District Type)	11	R=2, C=3, D=4, T=2 Must match Approval
12-20	Social Security Number	9	Must match Approval
21	Special Ed. ID Code	1	1,3,4,5,6,7 or 9 Must match Approval
22	Term Indicator	1	“R”, “S”, or “B” Must match Approval
23-28	Record Id	6	<i>NetCheck</i> users – fill with spaces
29-34	Site Id	6	Obtain from Harrisburg Project
35-50	Name	16	(Last First Initial)
51	Cross-Categorical Indicator	1	X or space
52-54	Work 1 Assignment	3	
55-58	Work Assignment 1 Paraprofessional FTE- regular term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
59-62	Work Assignment 1 Paraprofessional FTE- regular term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
63-66	Work Assignment 1 Paraprofessional FTE-summer term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
67-70	Work Assignment 1 Paraprofessional FTE-summer term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
71	<i>Work 1 Assignment status</i>	1	<i>ISBE use only – fill with spaces</i>
72-74	Work 2 Assignment	3	
75-78	Work Assignment 2 Paraprofessional FTE- regular term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
79-82	Work Assignment 2 Paraprofessional FTE- regular term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
83-86	Work Assignment 2 Paraprofessional FTE-summer term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
87-90	Work Assignment 2 Paraprofessional FTE-summer term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
91	<i>Work 2 Assignment status</i>	1	<i>ISBE use only – fill with spaces</i>
92-94	Work 3 Assignment	3	

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95-98	Work Assignment 3 Paraprofessional FTE- regular term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
99-102	Work Assignment 3 Paraprofessional FTE- regular term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
103-106	Work Assignment 3 Paraprofessional FTE-summer term ages 3-5	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
107-110	Work Assignment 3 Paraprofessional FTE-summer term ages 6-21	4	Example: 1000 means 1.000 Do not include decimal point Left pad with 0
111	<i>Work 3 Assignment status</i>	1	<i>ISBE use only – fill with spaces</i>
112	<i>Overall status Code</i>	1	<i>ISBE use only – fill with spaces</i>
113-117	<i>Distribution Code</i>	5	<i>ISBE use only – fill with spaces</i>
118	<i>Edit Error Code</i>	1	<i>ISBE use only – fill with spaces</i>
119-126	<i>Work Assignment 1 Approval Date</i>	8	<i>ISBE use only – fill with spaces</i>
127-134	<i>Work Assignment 2 Approval Date</i>	8	<i>ISBE use only – fill with spaces</i>
135-142	<i>Work Assignment 3 Approval Date</i>	8	<i>ISBE use only – fill with spaces</i>
143	<i>Terms Approved 1</i>	1	<i>ISBE use only – fill with spaces</i>
144	<i>Terms Approved 2</i>	1	<i>ISBE use only – fill with spaces</i>
145	<i>Terms Approved 3</i>	1	<i>ISBE use only – fill with spaces</i>
146-148	<i>Filler</i>	3	<i>ISBE use only – fill with spaces</i>
149-150	Summer School Days Claimed	2	Required for Claim Only Can not exceed 50 – Left pad with 0
151-153	Regular Term Days Claimed	3	Required for Claim Only Can not exceed 185 – Left pad with 0
154-157	F.T.E.	4	Required for Claim Only Example: 1000 means 1.000 Do not include decimal point Left pad with 0
158-164	Local Salary	7	Required for Claim Only Left pad with 0
165-170	Orphanage Salary	6	Required for Claim Only Left pad with 0
171-176	I.D.E.A. Discretionary / Flow Through Salary	6	Required for Claim Only Left pad with 0
177-182	I.D.E.A. Preschool Salary	6	Required for Claim Only Left pad with 0
183-188	Other Salary	6	Required for Claim Only Left pad with 0

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Positions	Description	Size	Comments
189-194	Home/Hospital Salary	6	Required for Claim Only Left pad with 0
195-200	Home/Hospital Pupils	6	Required for Claim Only Example: 150500 means 150.5 Do not include decimal point Left pad with 0
201-248	Filler	48	Required for Claim Only ISBE use only – fill with spaces