



Workload/Caseload Guidance for Preschool Special Education

Under [Ohio Administrative Code Rule 3301-51-09](#), all educational agencies must follow workload guidance from the Ohio Department of Education and Workforce (DEW) to ensure services for students with disabilities comply with IDEA and state law.

Workload Requirements

Agencies must use a **workload-based approach** to determine service provider caseloads.

Workload includes:

- Direct services to students
- Indirect services (e.g., planning, documentation, collaboration)
- Other duties (e.g., evaluations, IEP meetings)

If a provider's workload exceeds what can be completed within their contracted time, the educational agency must adjust assignments accordingly.

Caseload Ratios & Waivers

- Maximum caseload ratios are defined by role and student needs. Preschool students often carry higher weighting factors due to service intensity.
- Waivers may be requested for exceeding ratios or age ranges, but workload waivers are not permitted, as workload must always remain feasible.
- The [PS special education waiver application](#) has been updated and is available on the Department of Children and Youth (DCY) website.

Workload Calculator

Developed by Dr. Charles Carlin (University of Akron), the Workload Calculator helps districts assess whether a full-time provider's workload is manageable. Use is optional but supports compliance with Rule 3301-51-09.

How it works:

- Input data on caseload, service time, planning, documentation, and standard deductions (e.g., lunch, travel).
- The tool estimates total time required and determines if the workload fits within contracted hours.

Preschool Caseload Limits

Intervention Specialists:

- Max **8 students per session** (up to 16 across two half-day sessions)
- Itinerant specialists: Max **20 students**
- Preschool attendants: Max **3 students**



Related Service Providers – Preschool Weighting Factors:

Role	Weight
Speech-Language Pathologist	1.6
School Psychologist	1.667
Audiologist	1.333
OT/PT/O&M	1.25

These weights ensure equitable workload distribution for providers serving preschoolers which account for the maximum caseload in Ohio.

Educational agencies should reassess workloads throughout the year as caseloads or service intensity change.

Additional Resources:

- [OAC Rule 3301-51-09](#)
- [Video Series](#): Explains the workload process
- [Clarification Memo](#): Guidance provided by the Ohio Department of Education and Workforce
- [Caseload Ratio Study Report](#): Research behind the calculator
- [Preschool Special Education | Department of Children and Youth](#)

For additional questions or concerns, please reach out to us at preschoolspecialeducation@childrenandyouth.ohio.gov.