



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

To: Superintendents
Special Education Directors
Business Managers

From: Margaret C. Schelley
Special Education Finance Manager

Date: July 28, 2011

Subject: FY-2013 Special Education Service Plan

Field Memo No.: 11-09

The forms and instructions for the FY-2013 Special Education Service Plan are being released and will be on the department web site address below:
http://education.vermont.gov/new/html/pgm_finance_sped.html.

The deadline for submitting the FY-2013 Service Plan is October 14th, 2011. It is important that the deadline is met in order for the Department to compile the information for the FY-2013 State Special Education funding formula projections which are due out on December 15th, 2011. If the Service Plan for a supervisory union is not received by the deadline, the Department is authorized to withhold funds due the supervisory union or its member school districts until the Service Plan is filed and accepted by the Department.

Federal Data Report Forms Moved to Section D

The only change to the Service Plan forms is that the federal personnel data previously contained in Section A, Parts 3-5 now has been separated into a new Section D. The special education personnel survey is now contained in Section D, Parts 1-3. Section D is available in a downloadable Excel Spreadsheet at http://education.vermont.gov/new/html/prg_sped.html. Section D should be submitted electronically via e-mail to Lucinda Morabito at lucinda.morabito@state.vt.us.

Report Forms and Submission

The electronic version of the forms will be e-mailed to the Special Education Directors and the Business Managers. All of the forms will be available on the Department web site. We will be sending out the Service Plan package in paper format to the Special Education Directors for each supervisory union also as soon as the information is printed. Please be sure to use the FY-2013 version of the forms when the service plan is submitted. The completed forms for Sections A-C should be mailed in paper form to the Department to my attention while Section D is to be submitted electronically to Lucinda Morabito.