

**APPENDIX VII**  
**REQUEST FOR CLASS SIZE SUPPORT**  
(Reference: Article VI, Section 5)

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Class Size: \_\_\_\_\_

Semester/Trimester: \_\_\_\_\_

<i>Trigger Numbers: K-3 = 23; 4 = 28; 5-6 = 30; 7-8 = 31; 9-12 = 33</i>	
<i>Physical Education 9-12: 36 with a one-time adjustment only</i>	
<i>Special Education: 20</i>	<i>Psychologists (K - 12): 1000</i>
<i>OT/PT/SLP: 50</i>	<i>Nurses (K - 12): 1500</i>
<i>Specialist information on reverse side.</i>	

Note: Eligibility for class size support is based upon enrollment counts 2 weeks from the start of each semester/trimester.

Indicate which support option per the CBA that you request:

- ☐ Option A: 1 hour aide time. Note: This amount will be prorated on a monthly basis. (When class size falls below trigger, the instructional aide will be removed from assignment.)
- ☐ Option B: \$167 of instructional supplies/materials each month when class size exceeds trigger (minimum of at least 2 student calendar days in a given month)
- ☐ Option C: One full day of release time every ten school days.
- ☐ Option D: Additional pay according to the formula and spreadsheet (Article VI, Section 5). This information to be recorded on a timesheet.
- ☐ Option E: Another option mutually agreeable to both the principal and the teacher.

Suggested option: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature  
Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature  
Date \_\_\_\_\_

**Specialists Information per Article VI, Section 5, A. Class Size Limits:**

**Special Education:** In the case of special education, student numbers listed are for IEP caseloads (Report No. P223H). Magnet programs shall be staffed at a lower caseload because of the higher needs of the students. Magnet caseloads shall trigger at 15 students for developmentally delayed programs, and 8 for behaviorally disordered programs. Relief for magnet programs will be accessed through the Special Services Allocation Fund.

**Multiage Classes:** Class size for multiage classes shall be based on the lowest grade level in the multiage configuration.

**Team Teaching:** In the case of special team teaching programs, the recommended class size numbers shall be applied per teacher.

**PE/Music:** Additionally, grades K-6 PE/music shall have a maximum of 45 thirty minute instructional sessions per week. It is understood that traditionally large group instruction programs at all levels such as music (band/choir) shall be exempt from class trigger numbers. However, certificated music teachers adversely affected by class sizes above grade level's trigger number or by unique circumstances, may apply to their school's class size committee and/or to the class size workload team for help.