

Time-Study Sampling

Instructions and Rationale for Completing Forms

The time-study sampling is for individual staff members who, in addition to special education assignments, have regularly assigned duties that are not eligible for reimbursement with special education funds. Typically, they are **school nurses, social workers, school counselors, psychologists, cultural liaisons, and teachers**. In other words, this form is for those who work with general education and special education students. This worksheet is **not** to be completed by those personnel who work full time in special education and have **no regularly assigned duties** other than special education and related services.

Some **teachers, counselors, therapists, and others** have general and special education assignments in the school. If the assignment of these teachers and therapists is on a scheduled basis, then the time dedicated to special education or related services may be claimed without a time-study sample. If the teacher or therapist is on a flexible schedule, then the time-study sample will be required. For example, if a speech therapist provides phonetic language services to a kindergarten class each morning for a specific amount of time, then the therapist would not need to have a time-study sample. However, if the same phonetic language services are scheduled by the classroom teacher and it is a flexible schedule, then the time-study sampling procedures would be required.

Services that **school nurses, social workers, counselors, and psychologists** normally provide to all students as a part of their duties cannot be claimed as special education and related services (regardless of whether they are listed on an IEP). Only those related services which enable a student to benefit from his/her special education and which are over and above the services normally provided to general education students are reimbursable. Because school personnel, especially those working in the related services area, perform general and special education duties, it is advisable for each staff member to have a series of time-study samples to document the time they work in reimbursable special education activities.

Services such as screening, first aid, student intakes, attendance issues, instruction to students without IEPs, and so on that are normally provided to all students as a part of a school employee's duties, cannot be claimed on the time-study sampling as a special education or related service regardless of whether they are listed on the IEP. It is important to note the actual time worked that particular day will be used to create a ratio of the number of minutes of services available to the services provided for students with disabilities.

The time-study form (side two) allows the employee to record the time spent on various activities so as to determine the portions that are reimbursable as special education or related services that are being provided by "essential personnel" as defined by Minn. R. 3525.1310. The employee is to record the amount of time spent in each of those activities during the week of the time-study sample as well as the number of minutes worked that day.