

# IEM SCHOOLS ES APPROVAL FOR STUDENT COUNT

*(For ES and ES Advisor use)*

Please fill out the appropriate section below, attach any supporting documentation, ES and ES Advisor sign agreement, and mail to Director of ES Support. We try to accommodate an ES's choice in the number of students they wish to serve within the following guidelines:

1. A first year ES may serve the full-time equivalent number of students (currently 27 students) total in IEM schools, without going over the maximum allowed number in any one school.
2. After the first year, an ES may choose to serve the maximum number of students allowed in all IEM schools, (1 full-time equivalent, plus the allowed number of "over-time" load) without going over the maximum allowed number in any one school.
3. An ES with another full-time job outside of IEM schools is limited to 12 students in all IEM schools. An ES with another part-time job should consult with their ES Advisor if they wish to serve more than 12 students.
4. A student count decrease will be approved upon request by an ES at any time. But an ES must be willing to accept a minimum of 12 students to stay employed with IEM schools.
5. An ES under Disciplinary Action may be given different guidelines than the ones stated above.
6. A student count increase will be considered at any time it is requested by the ES based on the recommendation of the ES Advisor, indicated by the ES's and Advisor's signatures on this request form. (During the school year, this may be done by e-mail).

The final decision for approval of a student count for each ES is reserved by the Director of ES Support. An IEM school's enrollment cap may not allow for ES student loads to be increased during the school year if the cap has been reached.

**ES Code:** \_\_\_\_\_ **ES Name (printed):**

- A.** \_\_\_\_\_ **My signature on this form indicates that working for IEM schools is my only Full-time job. I wish to serve \_\_\_\_\_ students in IEM schools.**
- B.** \_\_\_\_\_ **I work full-time in another job: \_\_\_\_\_.**  
**I will serve 12 students (Minimum and maximum of 12).**
- C.** \_\_\_\_\_ **I work another part-time in another job: \_\_\_\_\_, and have consulted with my ES Advisor. I am requesting to serve \_\_\_\_\_ students.**
- D.** \_\_\_\_\_ **I will not be returning next year. Attached is my resignation letter.**
- E.** \_\_\_\_\_ **Requested start date for change, if approved.**

\_\_\_\_\_  
**ES Signature and Date**

\_\_\_\_\_  
**ES Advisor Signature and Date**