

PENNSYLVANIA DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
September 28, 2017

TO: School District Superintendents
School District Special Education Directors
School District Business Managers
Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
Intermediate Unit Business Managers
Charter School Executive Directors
Charter School Special Education Directors
Charter School Business Managers

FROM: Ann Hinkson-Herrmann, Director
Bureau of Special Education

SUBJECT: Reporting of Expenditures Relating to Exceptional Students

Act 16 of 2000 (24 PS §13-1372(8)) established the Reporting of Expenditures Relating to Exceptional Students. School districts and charter schools must report the number of students with disabilities for which expenditures were between \$1.00 and \$25,424.99; between \$25,425.00 and \$50,849.99; between \$50,850.00 and \$76,274.99; and over \$76,275.00 for the prior school year.

This report will now be collected at the student level through the Pennsylvania Information Management System (PIMS) using the Student Fact Template for Special Education Act 16 Funds. The template will be collected during Collection #1 (October 2 through October 17, 2017). Data is to be based on the prior year's costs.

Guidelines regarding the Act 16 reporting can be found at the following website:
<http://www.education.pa.gov/K-12/Special%20Education/Pages/Act-16---Reporting-of-Expenditures-Relating-to-Exceptional-Students.aspx#tab-1>

The Student Fact Template for Special Education Act 16 Funds can be found in the PIMS manual at the following website:
<http://www.education.pa.gov/teachers%20-%20administrators/pims/pages/default.aspx#tab-1>

Please note that failure to complete the Student Fact Template for Special Education Act 16 Funds report may have an adverse effect on your special education funding.

Questions regarding this reporting requirement may be emailed to ra-edseact16@pa.gov. Should a school district or charter school need assistance in preparing this report, a copy of this information is being provided to each intermediate unit so the intermediate unit may assist in report preparation.

Thank you for your attention to this matter.