

# Intradistrict Communication

DATE: March 27, 2017

TO: Principals  
Speech-Language Pathologists  
Speech-Language Technicians

FROM: Laura Finlinson, Administrator of Curric./Staff Development & Special Programs  
Lisa Robinson, Director of Special Education  
Kristin Norris, CCC-SLP, TS, Speech-Language-Audiology Program

SUBJECT: SLP Caseload Survey for 2016-17

Attached is the 2016-17 Speech-Language Caseload Survey. This information is necessary to make staffing decisions for the 2017-18 school year. **You are required to complete and return the requested information to Kristin Norris at the District Office by Wednesday, April 26, 2017.** This form is also available online at [specialed.jordandistrict.org/staff/forms/](http://specialed.jordandistrict.org/staff/forms/) on the Special Education website. You may complete the attached form or submit it online to [kristin.norris@jordandistrict.org](mailto:kristin.norris@jordandistrict.org).

## INSTRUCTIONS

Please complete **only one Caseload Survey per school**. If more than one SLP is assigned to a school, you must submit your data as a team. However, if you are assigned to more than one school, you must submit a separate Caseload Survey for each school. Preschool SLPs do not need to complete a Caseload Survey. Information submitted without a principal's signature, will be returned to you. Information will be verified through current SCRAM reports.