



JOINT APS/ATF MEMORANDUM
Changes in Special Education Service Hours for 2024-2025

To: Principals and Special Education Head Teachers and all Special Education Employees
From: G. Antonio Gonzales, Ed.D., Chief Academic Officer
Annitra Atler, Associate Superintendent for Special Education
Ellen Bernstein, Ed.D., ATF President
Re: Changes in Special Education Service Hours
Date: March 22, 2024

Due to recent legislative action, the number of instructional days in New Mexico is now 180. Further, APS has reduced the instructional time by 15 minutes per day. Therefore, the instructional minutes per week for school year 2024-25 will be $6.25 \text{ hrs/day} \times 60 \text{ min/day} \times 5 \text{ days/week} = 1875$ minutes per week.

As a result, the total number of minutes per week on the services page of the IEP in Synergy will be changed over the summer to reflect 1875. **IEPs that were finalized in 2023-24 with two service schedules are valid as written and no amendment is required.** This small change in the total minutes per week from 1950 to 1875 should not affect student service levels. You may want to include a statement in the Prior Written Notice (PWN) that the total minutes per week is changing slightly in 24-25 to 1875 minutes per week.

We will also change the number of minutes per quarter in the calculation of overload payment to reflect the new instructional mandate. For 24-25, the number of hours per quarter will be $180 \text{ days/year} \times 6.25 \text{ hrs/day} = 1,125 \text{ hrs/year}$. For each quarter, the number of hours will be $1125/4 = 281.25$ hours per quarter.

Thanks to all of you who work to support students with exceptionalities!

If you have questions about this information, please contact Bonnie Anderson at anderson_bonnie@aps.edu.