Form for Calculating School Age Caseload Limits

#1	Hours worked in a week	
#2	Subtract potential student contact hours	-
#3	Hours available for non-student contact related activities	=

#4	Average # of hours per week spent in meetings	
#5	Subtract # of these hours that are in potential student contact time	-
#6	Hours spent doing these activities in non-student contact time	=

#7	Potential student contact hours (#2)	
#8	Subtract time in meetings (#5)	-
#9	Available student contact hours	=

#10	Total non-student contact hours (#3)	
#11	Subtract time in meetings, administration, etc. (#6)	-
#12	Available non-student contact hours	=

#13	Rate each student in terms of hours required for management using the Time Allocation Guidelines. Once the total number of available clinical hours (#9 available student contact hours and #12 non-student contact hours) have been reached, the caseload should be capped.