


MEMORANDUM

TO: District Superintendents
Supervisors of Special Education

FROM: Jennifer L. Boykin, Ed.D., Executive Director 
Office of Special Education

DATE: October 2, 2024

SUBJECT: Positive Behavior Specialist Funding
2024-2025 School Year

The following forms are enclosed for the Positive Behavior Specialist funding for the 2024-2025 School Year:

- Requirements for the Positive Behavior Specialist
- Request for Positive Behavior Specialist
- Intent to Not Utilize form
- Allocations for Positive Behavior Specialist
 - State funds
 - Federal funds (must be accounted for separately)

Districts must upload the appropriate documents into SharePoint in the folder labeled “FY 25 Fiscal Documents,” sub folder labeled “PBS 2024-2025.”

- If requesting funds upload the following:
 - Request for Positive Behavior Specialist form
 - Resumé
 - Copy of a professional license/certification
 - Transcript and/or training certificates
- If not requesting funds upload the following:
 - Intent to not Utilize form

If the same Positive Behavior Specialist from the 2023-2024 school year will be used, list the individual’s name, and submit only the information that requires updating, (i.e., current license).

Districts are **required** to upload into SharePoint either the Request for Positive Behavior Specialist form (if requesting funds) **or** the Intent to not Utilize form. If the district does not submit a Request or the Intent to not Utilize form by the due date below, the MDE, OSE will assume that the district does not intend to participate. No requests will be received after the due date.

All forms must be uploaded to the correct SharePoint folder by **November 8, 2024**. All districts must draw down all PBS-allocated funds by **February 12, 2025**.

If you have any questions, please contact the PBS Program Coordinator at (601) 359-3498.