SPACE TYPES & REQUIREMENTS

Special Education Office

School Type: E M H

Functional Area Descriptions
The typical special education office suite shall include the technician/waiting area, Case Study Committee (CSC) office, CSC conference room, and at least one assessment room. Additional assessment rooms may be authorized by the district superintendent’s office (DSO).

1 Technician/Waiting Area
The technician/waiting area should open onto the corridor to provide easy access for both students and visitors. This area provides space for a part-time technician, if provided, and a visitor waiting area.

2 CSC Office
The CSC provides critical screening services for students to determine if special needs programs are appropriate. This office provides a room for the CSC chairperson. This office must be lockable for secure storage of special education files. Design the space to permit one-on-one conferences between the specialist and student or parent. Locate for accessibility to both the assessor technician area and the conference room.

3 CSC Conference Room
The conference room should provide access to both the technician/waiting area and the main corridor.

Adjacency Diagram

Planning Requirements

<table>
<thead>
<tr>
<th>Area Description</th>
<th>SF</th>
<th>M²</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1 Technician/Waiting Area</td>
<td>100</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2 CSC Office</td>
<td>125</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>3 CSC Conference Room</td>
<td>200</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>4 Assessment Area</td>
<td>125</td>
<td>12</td>
<td>Per assigned position</td>
</tr>
<tr>
<td>5 Storage Closet</td>
<td>20</td>
<td>2</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>570</strong></td>
<td><strong>53</strong></td>
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**4 Assessment Area**
All assessment areas should open toward the assessor technician area while providing privacy and quiet. One-on-one testing is conducted between an assessor and a student in this room.

**5 Storage Closet**
Provide storage area, preferably accessible from the technician/waiting area or the internal hallway within the suite. Provide shelving for storage of testing materials and supplies.

NOTE: 3D illustrations are shown for informational purposes and are not intended to limit design options.

**Conference Room: Hudson Alpha Institute for Biotechnology, Cooper-Carry Architects, Huntsville, AL**

NOTE: Images shown are intended to provide real-world examples and spark design creativity.