Office of Special Education
Five Town CSD / MSAD 28
22 Knowlton Street
Camden, ME 04843

Special Education Budget Process Summary

2027-2028

As we enter what promises to be another challenging budget year, it is important that we work together to identify the resources necessary to meet our students' unique needs. Further, it is essential for us to clarify our objectives and to remain focused both on enabling our students to successfully meet academic standards and on ensuring our students are ready for post-secondary education and careers. To achieve these ends, the 2027-2028 budget will be "zero-based" in that we will propose to fund the most essential components of our programs as they relate to these goals.

Department Goal:

To identify the unique potentials of all learners and diligently work to ensure all students have equal access to the educational opportunities that abound in our schools to facilitate their attainment of post-secondary education and career goals.

Budget Submission Process:

- **Step 1A:**
  - Identify your program/service goals.
  - Consider proposed expenditures in view of our Department Goal and your program goals.
  - ***Estimate*** expenditures for each designated area.
    - Remember – your ultimate expenditures may not exceed this amount.
  - Complete **ONE** "*2027-2028 Special Education Budget Cover Sheet*."
- **Step 1B:**
  - **Submit the ONE completed form to Jess no later than November 13, 2026.**
- **Step 2A:**
  - Talk to your peers to ensure continuity or share ideas.
  - Within the context of the amounts identified on your Cover Sheet:
    - Complete a "*Special Education Budget Requisition Form*" for EACH VENDOR:
      - Include specific items (and relevant links).
      - One Form should be completed per vendor; therefore, multiple forms should be submitted.
    - **NOTE: All PO requests and ordering will be done by the Special Ed Office.**
- **Step 2B:**
  - **Submit the completed forms to Jess no later than May 1, 2027.**