

# SPACE TYPES & REQUIREMENTS



## Special Education Office

School Type:



### 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.

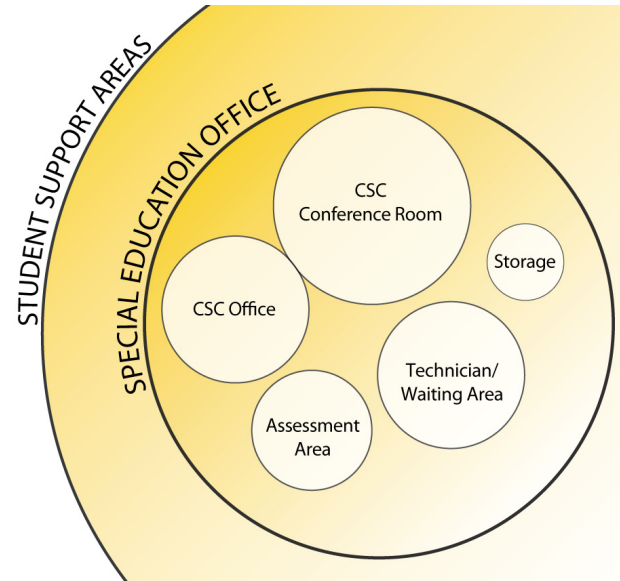
#### 2 CSC Office

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

Area Description	SF	M <sup>2</sup>	Notes
<b>Special Education Office</b>			
1 Technician/Waiting Area	100	9	
2 CSC Office	100	9	
3 CSC Conference Room	200	19	
4 Assessment Area	100	9	May be added with DSO approval
5 Storage Closet	20	2	
<b>Total</b>	<b>520</b>	<b>48</b>	

**4 Assessment Area**

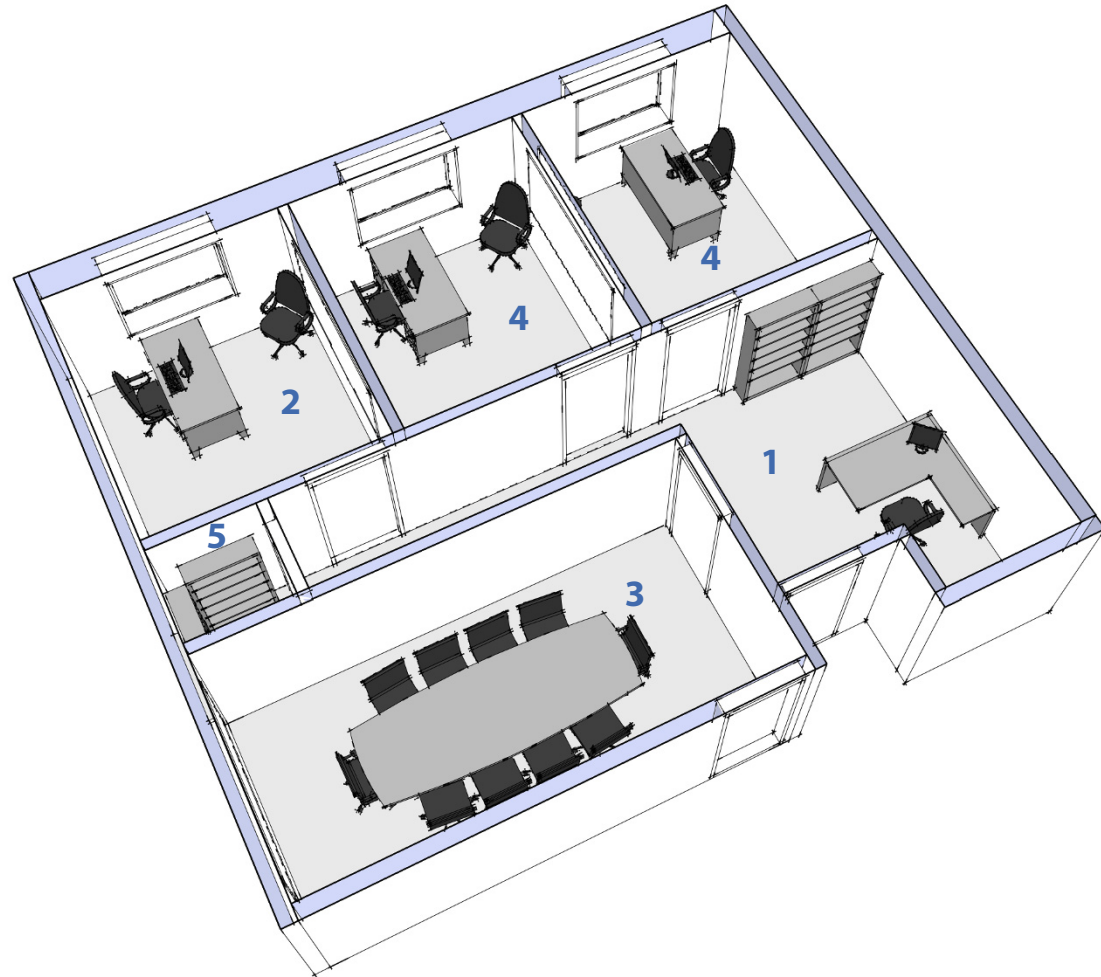
All assessment areas should open toward the assessor technician area while providing privacy and quiet. One-on-one testing is conducted between an assessor and a student in this room.

**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.



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



Special Education Office Concept Perspective

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

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