

Utah State Office of Education
Educator Licensing

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TITLE 1 PARAPROFESSIONALS



→ _____
Paraprofessional Signature Date

→ _____
Supervisor Signature Date

Paraprofessionals: Please fill out this form and return it to the Utah State Office of Education. The requirement for paraprofessionals to be "Highly Qualified" applies immediately to those hired after Jan 8, 2002 and to all others four years after the date of enactment.

Section 1 PLEASE PRINT LEGIBLY in INK.
If you are not sure of how to answer a question please call us.

Social Security Number	Last Name	First Name	Middle Name
-- --			
Maiden Name			
Birthdate	/ /	Gender	M F
		Ethnicity	<i>This item is optional</i>

Section 2 School Information

District	
School	
Beg. Date as Parapro.	
Parapro. Assignment	See other side for explanation--Section 2 %*
Other Assignments	See other side for examples--Section 2 %*

Highly Qualified? Yes No *Circle One *Be sure total % = 100%*

Section 3 Paraprofessional Qualifications

Qualifications of Paraprofessionals Title 1, Part A, Subpart 1, Section 1119. Must meet **ONE** of the following requirements to be "highly qualified;" Please check one of the boxes below **IF** you circled **YES** above:

- Completed at least two years of postsecondary study. See section 5 for specific information to list about your program. Must have a minimum of 48 semester hours from an accredited institution of higher education.
- Obtained an associate (or higher) degree from an accredited institution of higher education.
- Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics. If you select this third box please indicate in Section 6 (to the right) what test you took, the date, the score, and if you passed or not.

High School Diploma

School	State	Year

Are planning on taking the paraprofessional test?

Yes	No

Section 4 Home Address Information

Address			
Address			
Zip Code			
City			
State			
Country			
Phone	Ext	Fax	
Email			

Section 5 Postsecondary Experience Information

Postsecondary Experience Institution	Dates Attended	College Credit	Degree Granted
		Sem Hrs	
		Sem Hrs	
		Sem Hrs	

Section 6

State Testing	(Name of Test)	Date of Test	Score & P or F
WGU	ETS	Other	

TITLE 1 PARAPROFESSIONALS



General Information--Instructions on how to fill out this form. Your information will be entered into the CACTUS Database. You and your school administrators will have access to this information in relation to the No Child Left Behind Act. The CACTUS information can be accessed from your "MyUEN" page. See <http://www.uen.org/>

Section 1.

Please print in ink, *legibly*, all information requested. Indicate your social security number, names, birthdate, and gender. Ethnicity is optional. The birthdate and social security numbers are most important. A CACTUS record cannot be created without that information.

Section 2.

Indicate your district and school assignment. If you work at more than one school, include an additional paper or note to the side that you work at more than one school. Be sure to list the percentage of time at each school.

The assignment information is very important. *All paraprofessionals that are currently assisting in classroom instruction AND being paid with Title 1 funds.* For example, if a special education or ESL paraprofessional is assisting in classroom instruction and their salary is paid with Title 1 funds, then they should be reported. If a paraprofessional is working 50% (as an example) in Title 1 classroom instruction and is being paid for that percentage with Title 1 funds, then she/he should be reported for that percentage of time (*Note: School-wide Title 1 schools should submit ALL their paraprofessionals.*) If you are not sure if your school is a School-wide Title 1 school, then check with your supervisor or building principal.

The beginning date is the date that the paraprofessional actually began their *assignment as a Title 1 paraprofessional for the district*, not necessarily the beginning or hire date.

Assignment information and percent of time must equal 100%.

Example: Parapro. Assignment	Paraprofessional Title 1 Aide (*)	50%	March 15, 1985
Other Assignments	(Special Education, or ESL, or Media) (**)	50%	March 15, 1985

* Title 1 program (can be special ed., ESL, etc., as long as paid with Title 1 funds and in classroom instruction.)

** Not associated with Title 1.

Section 2 (Cont.)

The term "*Highly Qualified*" means that the paraprofessional has an Associates degree from an institution of higher education; or has **48** semester hours of college work from an institution of higher education; or has met a rigorous standard of quality (*a test*). A *high School diploma is also required of all paraeducators.*

Section 3.

Fill in one of the three boxes **IF** you circled **Yes** in the "*Highly Qualified*" section. Also...if you are planning on taking "the test" soon, please indicate it.

Section 4.

Fill out home address and contact information for you at your home. Use your preferred email address.

Section 5.

Fill out postsecondary experience that you have earned. Be sure to indicate the school, dates of attendance, college credit earned (semester hours), and degree if earned. *48 semester hours or an associates degree are required if you do not wish to "take the test."* Copies of transcripts are not required, but please fill in the information.

Section 6.

When you have taken the state assessment (*test*), indicate the name of the *test*, date taken, score and indicate if you passed or failed. You may "*take the test*" as often as you like. Note that your district **may** only pay for the first *test* session. Contact USOE (as noted on the other side of this paper) for information about the *test*, locations, cost, tutorials, and other helpful information prior to "*taking the test.*"

Visit Two Great Websites for Paraeducators

Utah School Employees Association

<http://www.useautah.org/>

National Resource Center for Paraprofessionals: <http://www.nrcpara.org/>

Be sure you and supervisor sign and date this form. Mail or fax it to the Utah State Office of Education.