

## Procedures for Form F Completion

Instructional paraprofessionals in Title I schoolwide or targeted assistance buildings who are Title I-funded should complete Form F. Once completed, they should turn in the form to the building administrator, who will review and then submit it to the EMIS coordinator for the Initial Staff/Course Collection of Qualified Paraprofessionals. **Non-instructional paraprofessionals and paraprofessionals in non-Title I buildings/programs do not need to complete Form F.**

## Form F: Instructional Paraprofessionals (For Instructional Paraprofessionals in Title I Schoolwide or Targeted Assistance Buildings)

To ensure that Title I schools and programs have state licensed and qualified instructional staff, the Elementary and Secondary Education Act (ESEA) statute has specific provisions for paraprofessionals who have instructional duties in targeted assistance Title I programs or in schoolwide Title I buildings. Paraprofessionals must hold the Educational Aide Permit and meet **one of three criteria** to be qualified:

1. Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by college transcript from an accredited institution of higher education); **OR**
2. Obtain an associate (or higher) degree from an accredited institution of higher education; **OR**
3. Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment: (i) knowledge of – and the ability to assist in – instructing reading, writing and mathematics; or (ii) knowledge of – and the ability to assist in – readiness for reading, writing and mathematics.

<b>Section 1: Do you hold an Educational Aide Permit?</b>	[ ] Yes [ ] No
<b>If you answered “no” to section 1, you cannot meet the requirement in this assignment. Record “no” on status sheet below. If you answered yes above, continue down to section 2.</b>	
<b>Section 2. Only one “yes” is required:</b> Two (2) Years of Study at an Institution of Higher Education (48 Semester or 72 Quarter Hours)	[ ] Yes [ ] No
An Associate (or higher) Degree from an Accredited Institution of Higher Education	[ ] Yes [ ] No
Passing the Test for Paraprofessionals	[ ] Yes [ ] No
Passing a Local Academic Assessment	[ ] Yes [ ] No

[ ] **Yes**, I meet the definition of a highly qualified paraprofessional.

[ ] **No**, I currently do not meet the guidelines of a highly qualified paraprofessional.

Please sign and submit a copy of this form to your building administrator. Building administrators should use this form for reporting compliance with ESEA through the EMIS coordinator and should keep this form on file for each instructional paraprofessional within the building.

Name (please print)	Signature	Date