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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

TO: Paraprofessionals (Instructional Assistants)
FROM: Dr. Machel Kline, Chief Accountability Officer
DATE: November 7, 2017
SUBJECT: Highly Qualified Paraprofessional Packets

Ohio will continue to require highly qualified paraprofessionals for the 2017-2018 school year as dictated by current state legislation, report card requirements and the state equity plan.

The legislation requires that Paraprofessionals meet **one of three criteria** to become “Highly 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 (defined as an associate degree program 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.

Please complete **Form F- Instructional Paraprofessional** and return it to your principal no later than December 8, 2017. **If you are not highly qualified, you will need to notify your principal.**

Detailed instructions and the necessary forms to help you meet the HQT requirements are included on the Infinite Campus Dashboard (Confluence) at the following URL: <https://columbus.atlassian.net/wiki/display/SC/HQT>. If you have any questions or concerns, please submit a support ticket via Infinite Campus by following the instructions at this URL: <https://columbus.atlassian.net/wiki/display/SC/Campus+Support>, and someone on our support team will assist you. You may also reach out to your Student Data Specialist (SDS) for assistance.

Thank you for your assistance with this important documentation.