



2015-2016

## Paraprofessional Compliance Report

### **INSTRUCTIONS:**

1. Fill in the top portion of the Paraprofessional Compliance Report with specific school information.
2. In the first column, list all paraprofessionals by the name used when taking the ETS ParaPro Assessment. Place current last name in parentheses.
3. In the second column, enter each paraprofessional's social security number as this is required to verify the paraprofessional's highly qualified status via ETS and data can be entered into Parapro Certification System.
4. In the third column, provide each paraprofessional's date of birth as this is required to enter the paraprofessional into the Parapro Certification System.
5. In the fourth column, indicate if each paraprofessional is new to the school building for the 2015-2016 school year. If a paraprofessional is new to the building, one of the pieces of highly-qualified evidence must be submitted along with this report to the Title I office.
6. In the fifth column, examine the list of duties of paraprofessional. Select which duty best describes what the paraprofessional does and enter the corresponding number to that duty in the "Duty" column.
7. In the last column, examine the list of qualifications for each paraprofessional. Select the number that corresponds to the correct method used to attest the paraprofessional is highly qualified, and enter the number in the "Qualifier" column.

Note: *The Paraprofessional Report should be an **exhaustive list** of all paraprofessionals in the Title I building—new and old. However, evidence should **only** be submitted for paraprofessionals that are new to the building.*

*For schools operating Schoolwide Programs, **all paraprofessionals**—regardless of funding source, are defined as Title I paraprofessionals **unless** they have non-instructional duties.*

*In Targeted Assistance Programs, only paraprofessionals paid **in part or full with Title I funds** are defined as Title I paraprofessionals.*



# 2015-2016 Paraprofessional Compliance Report

Check the applicable box.

Schoolwide

Targeted Assistance

N/A

District: \_\_\_\_\_ LEA #: \_\_\_\_\_

School: \_\_\_\_\_ LEA #: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Provide the total number of paraprofessionals employed by your school: \_\_\_\_\_

Provide the number of paraprofessionals defined as **Title I** Paraprofessionals: \_\_\_\_\_  
 (If operating a schoolwide building, all paraprofessionals are considered Title I paraprofessionals)

Name	Social Security Number	Date of Birth (for new paraprofessionals ONLY)	Is this Paraprofessional new for the 2015-16 SY? Yes or No	*Duty	**Qualifier

Please duplicate this form if necessary

- \*Duties of Paraprofessionals:**
1. Provide one-on-one tutoring
  2. Assist with classroom management
  3. Assist with instructional materials organization
  4. Assist with instruction in computer lab
  5. Provide support with instruction in the library or media center
  6. Provide other instructional services under direct supervision of teacher
  7. Other – brief explanation (translator, bilingual aide, or parental involvement professional)

- \*\*Qualifications of Paraprofessionals**
1. High School/GED and ETS Assessment
  2. High School/GED and 2 years of Higher Education (60 hrs)
  3. High School/GED and Associate's Degree or Higher
  4. Arkansas Teacher's License