

Paraprofessional Directions School Year 2016-2017

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Data Requirements

A Paraprofessional provides instructional support. Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance and similar positions are not considered a paraprofessional.

STEP #1: Open the PRF. Click on:

- **Actions**
- **District Information**
- **Select Paraprofessionals**



- You will see the following screen. If your district continues to employ paraprofessionals, then select yes as this shows that you agree to enter these staff. However if your district no longer employs paraprofessionals, select no.

District Name:

Paraprofessionals

Does your district have paraprofessionals this school year? Yes No

[Click here for a definition of Paraprofessional.](#)

Details/Edit/Delete	Name	SSN	AttendanceCenter	FTE	Is Qualified
	Bennet, Anita J	***.**-1150	02-Apple Blossom Elementary - 02	1.00	Y
	Greer, Amy E	***.**-1151	02-Apple Blossom Elementary - 02	1.00	Y
	Lester, Joan L	***.**-1152	02-Apple Blossom Elementary - 02	0.75	Y
			05-Apple Blossom Jr. High - 05	0.25	Y
	Lincoln, Maria E	***.**-1156	02-Apple Blossom Elementary - 02	1.00	Y
	Vorten, Cindy Q	***.**-1158	01-Apple Blossom High School - 01	0.45	Y
			02-Apple Blossom Elementary - 02	0.20	Y
			02-Apple Blossom Elementary - 02	0.10	Y
			05-Apple Blossom Jr. High - 05	0.25	Y

9 Record(s) Total FTE 5.00

Note 1: Data from the previous school year will be rolled forward. You will not have to encode it again but it should be reviewed for accuracy.

Adding Paraprofessionals

STEP #2: Click on the Add button to add new Paraprofessionals

District Name:

Paraprofessionals

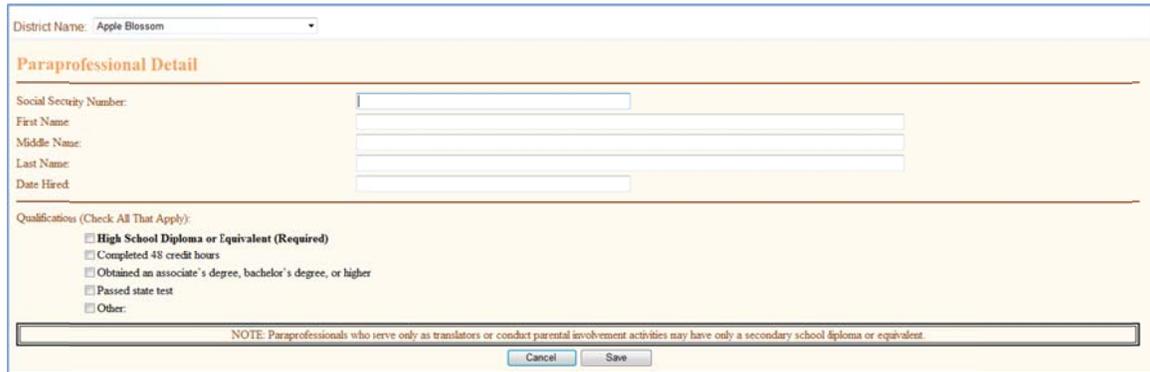
Does your district have paraprofessionals this school year? Yes No

[Click here for a definition of Paraprofessional.](#)

Details/Edit/Delete	Name	SSN	AttendanceCenter	FTE	Is Qualified
	Bennet, Anita J	***.**-1150	02-Apple Blossom Elementary - 02	1.00	Y
	Greer, Amy E	***.**-1151	02-Apple Blossom Elementary - 02	1.00	Y
	Lester, Joan L	***.**-1152	02-Apple Blossom Elementary - 02	0.75	Y
			05-Apple Blossom Jr. High - 05	0.25	Y
	Lincoln, Maria E	***.**-1156	02-Apple Blossom Elementary - 02	1.00	Y
	Vorten, Cindy Q	***.**-1158	01-Apple Blossom High School - 01	0.45	Y
			02-Apple Blossom Elementary - 02	0.20	Y
			02-Apple Blossom Elementary - 02	0.10	Y
			05-Apple Blossom Jr. High - 05	0.25	Y

9 Record(s) Total FTE 5.00

- Complete the following fields to add the Detailed Information



- Social Security Number
- First Name
- Middle Name
- Last Name
- Date Hired
- Qualifications
 - **High School Diploma or Equivalent (Required)**
 - Obtained an Associates Degree, Bachelors Degree, or higher
 - Completed 48 credit hours
 - Passed state test
 - Other
- Click the Save button.
- You will then be directed to the Paraprofessional Attendance Center Detail Screen



Select	Type	FTE
<input type="checkbox"/>	CEIS	FTE
<input type="checkbox"/>	REAP	FTE
<input type="checkbox"/>	SPED Funding	FTE
<input type="checkbox"/>	Title I Part A	FTE
<input type="checkbox"/>	Title I Part A Neglected	FTE
<input type="checkbox"/>	Title I Migrant	FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	FTE
<input type="checkbox"/>	Other Funding Source	FTE

Contact: Jantina Nelson-Stastny 668-2904
Clarifications: Betsy Chapman 773-4712 (Title)
Ambrea Sikes at 773-3219

Email: DOEPRF@state.sd.us
Email: Betsy.Chapman@state.sd.us
Email: ambrea.sikes@state.sd.us

- **Select the Attendance Center.** If the person works at more than one attendance center you will need to enter information separately for each school. NOTE: Click on the Attendance Center Dropdown box and you should see a listing of all the attendance centers in your district.
- **Highly Qualified Teacher Providing Direct Supervision** should be added if required.
- **If Contracted, Name of 3rd Party Provider** should be completed if the provider is through a 3rd Party Contract. Select the appropriate provider in the drop down box.

District Name: Apple Blossom

Paraprofessional Attendance Center Detail

SSN: [REDACTED] Name: Jantina Jo Nelson-Stastny
 District Number: 04060 Attendance Center: 02-Apple Blossom Elementary - 02
 Name of Highly Qualified Teacher(s) or Speech Language Pathologist Providing Direct Supervision:
 Carla Leingang
 If Contracted, Name of 3rd Party Provider:
 Select a Co-op...

Funding Source and % of Staff FTE
 (Include all that apply to this Attendance Center)

Select	Type	FTE
<input type="checkbox"/>	CEIS	FTE
<input type="checkbox"/>	REAP	FTE
<input type="checkbox"/>	SPED Funding	FTE
<input type="checkbox"/>	Title I Part A	FTE
<input type="checkbox"/>	Title I Part A Neglected	FTE
<input type="checkbox"/>	Title I Migrant	FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	FTE
<input type="checkbox"/>	Other Funding Source	FTE

Paraprofessional Job Responsibilities
 (Check All That Apply)

Act as a Translator
 Assist with Classroom Management, such as by organizing materials
 Conduct Parental Involvement Activities
 Instructional Interventionist
 Provide Instructional Assistance in a Computer Laboratory
 Provide Instructional Support in a Library or Media Center
 Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher
 Speech-Language Pathology Assistant (Ages 3-5)
 Speech-Language Pathology Assistant (Ages 6-21)

Cancel Save

NOTE 2: The Third Party Contract drop down box lists the Cooperatives and the option of Other. If you select Other, an additional field will display so you can type in the name of the Contractor.

If Contracted, Name of 3rd Party Provider:
 Other: [Dropdown]
 [Text Field]

- **Funding Source and Staff FTE** should be completed. This is at the Attendance Center Level. If a staff person works at two attendance centers, Contact: Jantina Nelson-Stastny 668-2904 4 Email: DOEPRF@state.sd.us
 Clarifications: Betsy Chapman 773-4712 (Title) Email: Betsy.Chapman@state.sd.us
 Ambrea Sikes at 773-3219 Email: ambrea.sikes@state.sd.us

first determine the percent of time at each school and from that point break it down to the funding source.

The options include:

Funding Source and % of Staff FTE		
(Include all that apply to this Attendance Center)		
Select	Type	FTE
<input type="checkbox"/>	CEIS	<input type="text"/> FTE
<input type="checkbox"/>	REAP	<input type="text"/> FTE
<input type="checkbox"/>	SPED Funding	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part A	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part A Neglected	<input type="text"/> FTE
<input type="checkbox"/>	Title I Migrant	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	<input type="text"/> FTE
<input type="checkbox"/>	Other Funding Source	<input type="text"/> FTE

If the paraprofessional works ½ time at an attendance center then .5 should be encoded as the FTE. The Federal Report is based on hundredths of an FTE. This should match the information entered in to the current year's Consolidated Application for Federal Funding.

NOTE 3: Appendix A includes a list of the funding sources and the qualification for each one.

- **Paraprofessional Job Responsibilities** should be identified. Place a check in the box by each of the responsibilities of the Paraprofessional at the attendance center.

The options include the following:

- Act as a Translator
- Assist with Classroom Management, such as by organizing materials
- Conduct Parental Involvement Activities
- Instructional Interventionist: They must be under the direct supervision of a highly qualified teacher.
- Provide Instructional Assistance in a Computer Laboratory
- Provide Instructional Support in a Library or Media Center
- Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher
- Speech-Language Pathology Assistant (Ages 3-5) and Speech-Language Pathology Assistant (Ages 6-21)
 - Assist the speech-language pathologist with speech-language and hearing screenings

- Assist with informal documentation as directed by the speech-language pathologist
 - Follow documented treatment plans or protocols developed by the supervising speech-language pathologist
 - Document client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and report this information to the supervising speech-language pathologist
 - Assist the speech-language pathologist during assessment of clients
 - Assist with clerical duties such as preparing materials and scheduling activities as directed by the speech-language pathologist
 - Perform checks and maintenance of equipment
 - Assist with departmental operations (scheduling, record keeping, safety/ maintenance of supplies and equipment)
 - Exhibit compliance with regulations, reimbursement requirements, and speech-language pathologist assistants' responsibilities
- **Click Save.**

NOTE 4: If you accidentally use the enter button while completing the screen it will take you back to the main Paraprofessional Screen and will not save the information just entered. I learned the hard way and have learned this lesson well!

- After you click Save, the system will take you to the Paraprofessional Detail Screen. This screen is now populated with the information that has been added.

You can Add data for another Attendance Center by clicking the Add button or Edit the data for a school by highlighting the Attendance Center and clicking the Edit button.

District Name: Apple Blossom

Paraprofessional Detail

Social Security Number: [REDACTED]

First Name: Jantina
Middle Name: Jo
Last Name: Nelson-Statny
Date Hired: 9/15/2015

Qualifications (Check All That Apply):

- High School Diploma or Equivalent (Required)
- Completed 48 credit hours
- Obtained an associate's degree, bachelor's degree, or higher
- Passed state test
- Other:

NOTE: Paraprofessionals who serve only as translators or conduct parental involvement activities may have only a secondary school diploma or equivalent.

Attendance Center Funding:

Attendance Center	Contracted	Funding	Qualified	FTE
Apple Blossom Elementary - 02	N	Other Funding Source	N	1.00

Buttons: Add, Edit, Delete, Back

- If a paraprofessional plans to take the Paraprofessional Assessment (0755 or 1755) through ETS but hasn't taken it yet and passes, the PRF will prepopulate the "passed state test" in this screen automatically once the state department receives the passing score. NOTE: This is only for those who provide their social security number when registering for this test with ETS. Additionally the two figures won't reconcile when someone goes from being not qualified to qualified in the student information screen. Be sure to reconcile these figures!!!

District Name: Apple Blossom

Paraprofessional Detail

Social Security Number: [REDACTED]

First Name: Jantina
Middle Name: Jo
Last Name: Nelson-Statny
Date Hired: 9/15/2015

Qualifications (Check All That Apply):

- High School Diploma or Equivalent (Required)
- Completed 48 credit hours
- Obtained an associate's degree, bachelor's degree, or higher
- Passed state test
- Other:

District Name: Apple Blossom

Student Information

The purpose of the Student Information Screen is to identify the types of students the Paraprofessional assists. The three types of students include those who are (1) Regular Education, (2) Special Education Students ages 3 to 5 and (3) Special Education Students ages 6 to 21. You then must identify, by each type of student, the Paraprofessional FTE that are qualified and those which are not qualified. Qualified staff are determined by program requirements and the system automatically generates whether they are qualified. In order to help you identify the FTE for qualified and not qualified staff, this information is listed below.

Note: The funding source used to pay the salary of the Paraprofessional does not matter for the purpose of this screen.

Student Information Type	Total Qualified Staff FTE	Total Not Qualified Staff FTE
Regular Education	5 FTE	0.00 FTE
Special Education (Students Age 3 to 5)	5 FTE	0.00 FTE
Special Education (Students Age 6 to 21)	1.00 FTE	1.00 FTE
Speech-Language Pathology Assistant (3 to 5)	1.00 FTE	1.00 FTE
Speech-Language Pathology Assistant (6 to 21)	1.00 FTE	0.00 FTE

Buttons: Cancel, Save

Total Funding Source FTE (Qualified versus Not Qualified):

Total Qualified Paraprofessional FTE: 4.00

Total Not Qualified Paraprofessional FTE: 1.00

One of these has went from being not qualified to qualified. Now you will need to adjust the FTE in the "Total Qualified Staff FTE" column

- NOTE 5:** If the behavioral specialist works directly with child behavior under the supervision of a licensed staff member, then code as a paraprofessional using the below codes:

District Name:

Paraprofessional Attendance Center Detail

SSN: Name: Anita J Bennet

District Number: 04500 Attendance Center:

Name of Highly Qualified Teacher(s) or Speech Language Pathologist Providing Direct Supervision:

If Contracted, Name of 3rd Party Provider:

Select a Co-op:

Funding Source and % of Staff FTE
(Include all that apply to this Attendance Center)

Select	Type	FTE
<input type="checkbox"/>	CBIS	FTE
<input type="checkbox"/>	REAP	FTE
<input checked="" type="checkbox"/>	SPED Funding	1.00 FTE
<input type="checkbox"/>	Title I Part A	FTE
<input type="checkbox"/>	Title I Part A Neglected	FTE
<input type="checkbox"/>	Title I Migrant	FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	FTE
<input type="checkbox"/>	Other Funding Source	FTE

Paraprofessional Job Responsibilities
(Check All That Apply)

Act as a Translator
 Assist with Classroom Management, such as by organizing materials
 Conduct Parental Involvement Activities
 Instructional Interventionist
 Provide Instructional Assistance in a Computer Laboratory
 Provide Instructional Support in a Library or Media Center
 Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher
 Speech-Language Pathology Assistant (Ages 3-5)
 Speech-Language Pathology Assistant (Ages 6-21)

Note 6: You might want to put the list of paraprofessional in order by who is qualified to compile a list. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions by clicking on the column.

District Name:

Paraprofessionals

Does your district have paraprofessionals this school year? * Yes No

[Click here for a definition of Paraprofessional.](#)

Details/Edit/Delete	Name	SSN	Attendance Center	FTE	Is Qualified
<input type="checkbox"/>	Beasley, Alice J		02-Apple Blossom Elementary - 02	1.00	Y
<input type="checkbox"/>	Brown, Randy A		02-Apple Blossom Elementary - 02	1.00	N
<input type="checkbox"/>	Greer, Katie L		02-Apple Blossom Elementary - 02	0.33	Y
<input type="checkbox"/>			05-Apple Blossom Jr. High - 05	0.67	Y
<input type="checkbox"/>	Lindstrom, Penny E		02-Apple Blossom Elementary - 02	1.00	Y
<input type="checkbox"/>	Nelson-Statny, Jantina Jo		02-Apple Blossom Elementary - 02	1.00	Y
<input type="checkbox"/>	Vroman, Ingrid W		01-Apple Blossom High School - 01	0.48	Y
			02-Apple Blossom Elementary - 02	0.17	Y
			05-Apple Blossom Jr. High - 05	0.35	Y

9 Record(s) Total FTE 6.00

- When you have added all the information for a Paraprofessional, click the **Back** button and it will take you to the main Paraprofessional screen.

District Name: Apple Blossom

Paraprofessional Detail

Social Security Number: [REDACTED]

First Name: Jantina
Middle Name: Jo
Last Name: Nelson-Statny
Date Hired: 9/15/2015

Qualification (Check All That Apply):
 High School Diploma or Equivalent (Required)
 Completed 48 credit hours
 Obtained an associate's degree, bachelor's degree, or higher
 Passed state test
 Other:

NOTE: Paraprofessionals who serve only as translators or conduct parental involvement activities may have only a secondary school diploma or equivalent.

Attendance Center Funding

Attendance Center	Contracted	Funding	Qualified	FTE
Apple Blossom Elementary - 02	N	Other Funding Source	Y	1.00

Buttons: Add, Edit, Delete, Back, Save

Callout: Click on the back button

STEP #3: Adding FTE by Type of Students (STUDENT INFORMATION)

Federal Reporting now requires us to provide information by student age group and whether the staff is qualified. For example the FTE for individuals working with Special Education Students age 3 to 5 must be reported by the full time equivalent staff that are qualified and the staff who are not qualified.

In order to provide this data a tab called Student Information was created.

District Name: Apple Blossom

Paraprofessionals

Does your district have paraprofessionals this school year? Yes No

[Click here for a definition of Paraprofessional.](#)

Details/Edit/Delete	Name	SSN	Attendance Center	FTE	Is Qualified
	Beasty, Alice J	[REDACTED]	02-Apple Blossom Elementary - 02	1.00	Y
	Brown, Randy A	[REDACTED]	02-Apple Blossom Elementary - 02	1.00	N
	Greer, Katie L	[REDACTED]	02-Apple Blossom Elementary - 02	0.33	Y
	Lindstrom, Penny E	[REDACTED]	05-Apple Blossom Jr High - 05	0.07	Y
	Nelson-Statny, Jantina Jo	[REDACTED]	02-Apple Blossom Elementary - 02	1.00	Y
	Vroman, Ingrid W	[REDACTED]	01-Apple Blossom High School - 01	0.48	Y
			02-Apple Blossom Elementary - 02	0.17	Y
			05-Apple Blossom Jr High - 05	0.35	Y

9 Records

Buttons: Add, Print, Student Information

Total FTE: 6.00

Callout: Red arrow pointing to Student Information button

- Click on Student Information and you will see the screen on the following page.

District Name: Apple Blossom

Student Information

The purpose of the Student Information Screen is to identify the types of students the Paraprofessional assists. The three types of students include those who are (1) Regular Education, (2) Special Education Students ages 3 to 5 and (3) Special Education Students ages 6 to 21. You then must identify, by each type of student, the Paraprofessional FTE that are qualified and those which are not qualified. Qualified staff are determined by program requirements and the system automatically generates whether they are qualified. In order to help you identify the FTE for qualified and not qualified staff, this information is listed below.

Note: The funding source used to pay the salary of the Paraprofessional does not matter for the purpose of this screen.

Student Information Type	Total Qualified Staff FTE	Total Not Qualified Staff FTE
Regular Education	FTE	FTE
Special Education (Students Age 3 to 5)	FTE	FTE
Special Education (Students Age 6 to 21)	FTE	FTE
Speech-Language Pathology Assistant (3 to 5)	FTE	FTE
Speech-Language Pathology Assistant (6 to 21)	FTE	FTE

Cancel Save

Total Funding Source FTE (Qualified versus Not Qualified)

Total Qualified Paraprofessional FTE: 0.00

Total Not Qualified Paraprofessional FTE: 1.00

Keep in mind when all your transactions highlighted in yellow above match these figures, your submission is said to be reconciled.

- Determine the number of Qualified and Not Qualified Staff (by Full Time Equivalent Employees) that work with the following groups of students:
 - Regular Education
 - Special Education (Students Age 3 to 5)
 - Special Education (Students Age 6 to 21)
 - Speech-Language Pathology Assistant (3 to 5)
 - Speech-Language Pathology Assistant (6 to 21)

TIP: Keep in mind all your full-time equivalency (FTE) transactions on the previous screen must match these FTE figures you enter for students

Student Information Type	Total Qualified Staff FTE	Total Not Qualified Staff FTE
Regular Education	1.00 FTE	0.00 FTE
Special Education (Students Age 3 to 5)	1.00 FTE	0.00 FTE
Special Education (Students Age 6 to 21)	1.00 FTE	0.00 FTE
Speech-Language Pathology Assistant (3 to 5)	1.00 FTE	1.00 FTE
Speech-Language Pathology Assistant (6 to 21)	1.00 FTE	0.00 FTE

Right now they reconcile

Cancel Save

Total Funding Source FTE (Qualified versus Not Qualified)

Total Qualified Paraprofessional FTE: 0.00

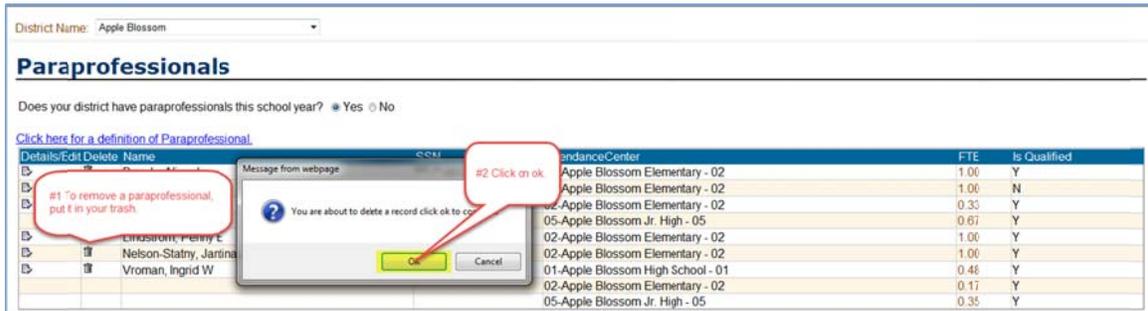
Total Not Qualified Paraprofessional FTE: 1.00

There will be an Edit Check in the Assurance Statement that determines if the FTE's reconcile.

Deleting Paraprofessional Data

STEP #1: Deleting a Record

- To delete an individual click on the trash can in the Paraprofessional Main Screen and the click ok to delete the record.



District Name: Apple Blossom

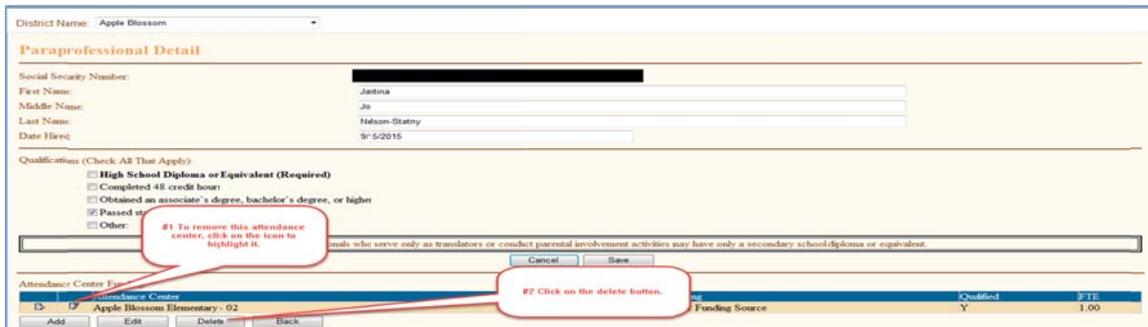
Paraprofessionals

Does your district have paraprofessionals this school year? Yes No

[Click here for a definition of Paraprofessional.](#)

Details/Edit/Delete	Name	AttendanceCenter	FTE	Is Qualified
	Apple Blossom Elementary - 02		1.00	Y
	Apple Blossom Elementary - 02		1.00	N
	Apple Blossom Elementary - 02		0.33	Y
	05-Apple Blossom Jr. High - 05		0.67	Y
	02-Apple Blossom Elementary - 02		1.00	Y
	02-Apple Blossom Elementary - 02		1.00	Y
	01-Apple Blossom High School - 01		0.48	Y
	02-Apple Blossom Elementary - 02		0.17	Y
	05-Apple Blossom Jr. High - 05		0.35	Y

- To delete an Attendance Center for a Paraprofessional open the Paraprofessional Main Screen, highlight the record whose information needs to be deleted and click the delete button.



District Name: Apple Blossom

Paraprofessional Detail

Social Security Number: [Redacted]

First Name: Jantina
Middle Name: Ja
Last Name: Nelson-Stastny
Date Hired: 9/5/2015

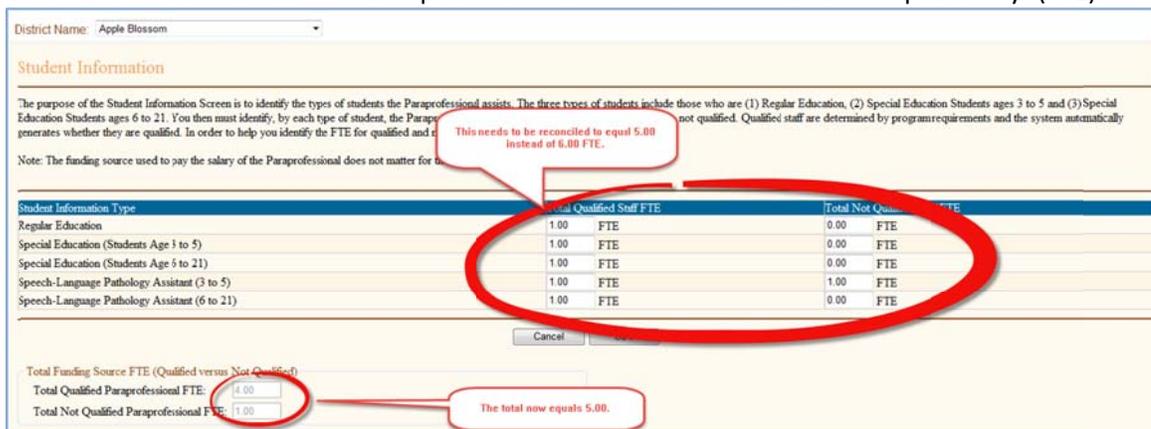
Qualifications (Check All That Apply):

- High School Diploma or Equivalent (Required)
- Completed 48 credit hours
- Obtained an associate's degree, bachelor's degree, or higher
- Passed aptitude test
- Other: [Redacted]

Attendance Center List:

Attendance Center	FTE	Qualified	FTE
Apple Blossom Elementary - 02	1.00	Y	1.00

- When districts delete a paraprofessional, they need to remember to justify the student information. When the 1.00 FTE was deleted from this screen, it throws off the student information screen. The total equals 5.00 instead of 6.00 full-time equivalency (FTE).



District Name: Apple Blossom

Student Information

The purpose of the Student Information Screen is to identify the types of students the Paraprofessional assists. The three types of students include those who are (1) Regular Education, (2) Special Education Students ages 3 to 5 and (3) Special Education Students ages 6 to 21. You then must identify, by each type of student, the Paraprofessional's FTE for qualified and not qualified. Qualified staff are determined by program requirements and the system automatically generates whether they are qualified. In order to help you identify the FTE for qualified and not qualified staff, the system automatically generates the total FTE for qualified and not qualified staff.

Note: The funding source used to pay the salary of the Paraprofessional does not matter for this screen.

Student Information Type	Total Qualified Staff FTE	Total Not Qualified Staff FTE
Regular Education	1.00 FTE	0.00 FTE
Special Education (Students Age 3 to 5)	1.00 FTE	0.00 FTE
Special Education (Students Age 6 to 21)	1.00 FTE	0.00 FTE
Speech-Language Pathology Assistant (3 to 5)	1.00 FTE	1.00 FTE
Speech-Language Pathology Assistant (6 to 21)	1.00 FTE	0.00 FTE

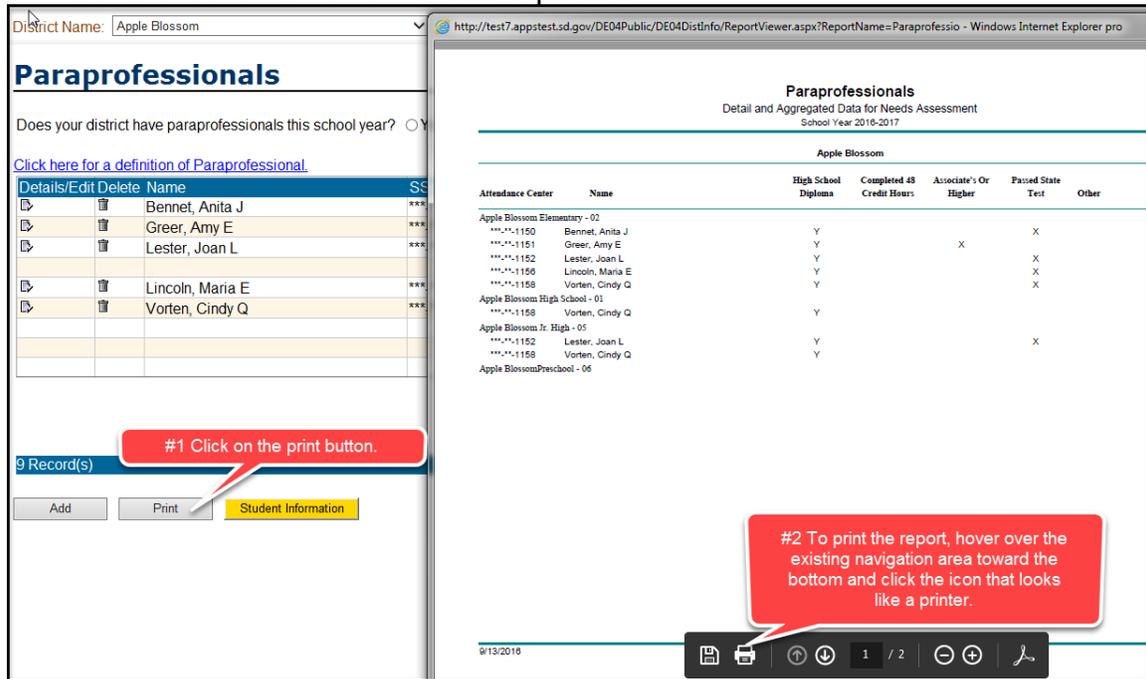
Total Funding Source FTE (Qualified versus Not Qualified)

Total Qualified Paraprofessional FTE: 4.00

Total Not Qualified Paraprofessional FTE: 1.00

Running a Report

- Click on the print button. 
- To print the report, hover over the existing navigation area toward the bottom and click the icon that looks like a printer.



The screenshot shows a web application interface for viewing a report. On the left, there is a sidebar with a search bar for 'District Name' (Apple Blossom) and a table of paraprofessionals. The main area displays a detailed report for 'Apple Blossom' for the school year 2016-2017. The report includes a table with columns for 'Attendance Center', 'Name', 'High School Diploma', 'Completed 48 Credit Hours', 'Associate's or Higher', 'Passed State Test', and 'Other'. A 'Print' button is visible in the sidebar, and a printer icon is located in the bottom navigation bar. Two red callout boxes provide instructions: '#1 Click on the print button.' and '#2 To print the report, hover over the existing navigation area toward the bottom and click the icon that looks like a printer.'

Attendance Center	Name	High School Diploma	Completed 48 Credit Hours	Associate's or Higher	Passed State Test	Other
Apple Blossom Elementary - 02	***.1150 Bennet, Anita J	Y			X	
	***.1151 Greer, Amy E	Y		X	X	
	***.1152 Lester, Joan L	Y			X	
	***.1155 Lincoln, Maria E	Y			X	
	***.1158 Vorten, Cindy Q	Y			X	
Apple Blossom High School - 01	***.1158 Vorten, Cindy Q	Y				
Apple Blossom Jr. High - 05	***.1152 Lester, Joan L	Y			X	
	***.1158 Vorten, Cindy Q	Y				
Apple BlossomPreschool - 06						

APPENDIX A – PARAPROFESSIONAL QUALIFICATIONS

FUNDING SOURCE	QUALIFICATIONS				
	HS DIPLOMA OR EQUIVALENT	COMPLETED 48 CREDIT HOURS	ASSOCIATES DEGREE OR HIGHER	PASSED STATE TEST	OTHER
TITLE 1 PART A	X	X	X	X	
TITLE I PART A NEGLECTED	X	X	X	X	
TITLE 1 MIGRANT	X				
TITLE 1 D	X				
REAP	X				
CEIS	X	X	X	X	
SPED FUNDING	X	X	X	X	
ABOVE FUNDING SOURCE WITH JOB RESPONSIBILITY OF: * Translator * Conduct Parental Involvement Activities	X				
OTHER FUNDING SOURCE	X	X	X	X	X
* If a Paraprofessional is a Translator or conducts Parental Involvement Activities then they only have to have a HS Diploma or Equivalent.					
* Other Funding Source must have one of the options checked but it does not matter which option. If Other is selected there should be the drop down box so they can identify the reason.					
CEIS = Coordinated Early Intervening Services REAP = Rural Education Achievement Program					

Contact: Jantina Nelson-Stastny 668-2904
Clarifications: Betsy Chapman 773-4712 (Title)
Ambrea Sikes at 773-3219

Email: DOEPRF@state.sd.us
Email: Betsy.Chapman@state.sd.us
Email: ambrea.sikes@state.sd.us