



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: No Child Left Behind (NCLB): “Parents’ Right to Know” About Paraprofessionals

NUMBER: REF-1489.1

ISSUER: Wendy G. Macy, Personnel Director
Personnel Commission

Esther Wong, Assistant Superintendent
Planning, Assessment and Research

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PURPOSE: The purpose of this Reference Guide is to assist school personnel in implementing the federal requirements of H.R.1, *The No Child Left Behind Act of 2001*, specifically the “Parents’ Right To Know” requirements as they relate to the paraprofessionals assisting with instruction in their children’s classrooms.

MAJOR CHANGES: NCLB requires that Title I school principals must provide, at the parent’s written request, the qualifications of the paraprofessionals assisting with instruction in their children’s classroom. The Student Information System (SIS) has modified the Parent’s Right to Know letter to include paraprofessional information so that schools may print a letter from SIS regarding the classroom teacher and paraprofessional at the parent’s request.

Schools must enter the paraprofessional’s employee numbers and room assignments into SIS in order for a letter to be printed for parents. Please follow the instructions included in this reference guide.

INSTRUCTIONS: I. PARENTS’ RIGHT TO KNOW

NCLB requires Title I schools to notify parents at the beginning of each school year that they may request information about the qualifications of their children’s teachers and paraprofessionals who provide educational assistance to their children. Parents and/or guardians of students attending Title I-funded schools must make a **written** request to the school regarding these qualifications. NCLB also requires that the information be provided to parents in a timely manner.

II. NCLB REQUIREMENTS FOR PARAPROFESSIONALS

District policy and *NCLB (Section 1119 (c) and (d))* require paraprofessionals (including substitutes) who provide instructional assistance and were hired on or before January 8, 2002 to meet the following requirements:

- A. Possession of a High School Diploma or passage of the General Educational Development (GED) examination requirements.

AND

ROUTING

All Schools and Offices
Local District
Administration
Principals
Administrators
School Administrative
Assistants
Counselors



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B. One of the following:

1. Successful completion of 60 semester units (or 90 quarter units) at a recognized college or university, OR
2. Attainment of an Associate (or higher) Degree from a recognized college or university, OR
3. Passage of the District Proficiency Test AND the Instructional Assistance (IA) Test.

Paraprofessionals hired after January 8, 2002 must pass the District Proficiency Test in addition to the requirements listed above.

NCLB Sections 1119 (g)(3)(A) state that Paraprofessionals who provide instructional support must work under the direct supervision of a highly qualified teacher. Therefore, schools that fund Paraprofessionals must ensure they are working under the direction of a teacher who is compliant with the NCLB requirements.

III. SIS INSTRUCTIONS

A. Elementary SIS

In order to have the paraprofessional information available for printing on the parent's "Right to Know" letter, schools must enter the paraprofessional's employee number and the room number(s) in which they are assigned. Follow the procedures below to enter the paraprofessional information:

1. From the Main Menu, select Screen 16, Option 10.
2. Enter the following information:
 - a. EMPLOYEE # – Type the paraprofessional's employee number.
 - b. NAME – Check the paraprofessional's name. If the paraprofessional's name does not appear on the screen, verify the employee number and return to field "0" (by holding down the control key and selecting "B") to re-enter the employee number.
 - c. SUPPORT LANG – If the paraprofessional provides primary language support, enter the language code used to provide primary language support.

A second language code can be entered on the second line if an additional language is used.
 - d. LI (Line number) – To access the "LI" directly, at CONTROL, type "LI". Type the line number (e.g., 1).



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- e. ROOM NO (room number) – Enter the classroom number assigned.
 - f. DAILY HOURS – Enter the hours assigned daily to that room. Daily Hours can be entered in tenths increments.
 - g. Continue to enter “ROOM NO” and “DAILY HOURS” on subsequent lines for each room assignment.
3. To save the information entered, press <CTRL> with <C>, then type “FI”
 4. To print the Parents’ Right to Know letter, go to Report Menu 14, Option 35.

B. SECONDARY SIS

For any paraprofessional assisting in the classroom, a record must be entered into SIS. The following fields must be entered in PA01:

- 101) Name
- 102) Employee number
- 151) Type of Paraprofessional

A = Bilingual Educational Aide III
B = Bilingual Teacher Assistant
C = Bilingual Special Education Assistant/Trainee
D = Bilingual Instructional Aide
E = Educational Aide III (not bilingual)
F = Teacher Assistant (not bilingual)
G = Special Education Assistant/Trainee (not bilingual)
H = Instructional Aide (not bilingual)

- 152) Language – use only if the paraprofessional is providing primary language support in the language of the students.

- 160) Paid Hrs/Day – enter the number of hours worked each day

Then use PA04 and enter all classes in which the paraprofessional is assigned.

Use ID64 to print the qualifications of the particular student’s teachers and paraprofessionals. Attach or transfer the ID64 information to the Parents’ Right to Know letter (see Reference Guide No. 808.1, Attachment D) and send to parent.

IV. EMPLOYEE PRIVACY

Confidentiality and privacy rights must be maintained in the collection, retention, and dissemination of employee information. Personal information, such as the



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employee number, social security number, age, gender, home address and telephone number or anything else of a personal nature, shall not under any circumstances be shared with parents or any other unauthorized persons. Additionally, care must be taken at all times to ensure that personal information is collected and maintained in a secure manner.

RELATED RESOURCES:

- REF-1408.4, *No Child Left Behind (NCLB)*: Qualifications for Teachers; Parent Notification Requirements and Right to Know Procedures, Annual Principal Certification Form, Human Resources, dated March 13, 2007.
- www.iainfo.net

ASSISTANCE:

For assistance regarding required paraprofessional qualifications, please call Norma Aguayo-Aragon, Principal Administrative Assistant or Dr. Hollie Levy, Principal Human Resources Specialist at (213) 353-4211.

For assistance with SIS, please call:

- Elementary SIS Support at (213) 241-4617
- Secondary SIS Support at (213) 241-4850