

Para Allocation Request Form

Special Education Program Administrators (PA) will work with Learning Center and Focus Classroom case-managers when a request for additional para educator support is made outside of the building para allocation formula. The following steps will be implemented:

- Together the building special education team and PA will **review** the student's IEP, current academic progress, behavioral data, social/emotional information, medical information (when necessary), and family information.
- Team members and the PA **discuss progress** instructional and/or behavioral interventions, strategies, accommodations or modifications, or possible changes to the educational environment to assist the student in being successful.
- The IEP team and PA will **review and revise** the IEP, if appropriate.
- The team with the support of the PA will review and may revise the overall classroom/program schedule to accommodate the student's adult assistance support needs.
- Data will be collected on page 2-4 of the attachment.
- The data collected will be evaluated by the IEP team, building administrator and PA. If there is a determination that more para FTE is needed to support the student that is outside of their current building para allocation, a recommendation will be made to the Director/Assistant Director of Special Education for approval.
- FTE allocation decisions must also go through the CAO, Human Resources and Budget Office before they are added to the Student Management System, and hired.

In the case of students with:

- Safety issues
- Physical management needs
- Move-ins to the district with adult assistance on their IEP
- Serious medical condition

Call the Program Administrator supervising the region or program for consultation. A floater para or substitute may be assigned until data can be collected to determine para need or appropriate LRE placement.