

Highly Qualified Form

FOR INSTRUCTIONAL, CLASSROOM & MEDIA ASSISTANTS

QUALIFYING INFORMATION FORM FOR COMPLIANCE WITH "NO CHILD LEFT BEHIND" REGULATION

Name _____ Social Security # ### - ## -
Assigned School _____ Current Position _____

PART I: Educational Training: *Attach copies of validating documents.*

LEVEL OF EDUCATION	COLLEGE/UNIVERSITY	STATE	COURSE OF STUDY	GRADUATED
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: Qualifying Requirements: *Please include copies and/or verification documents for the requirements under which you qualify.*

Please check applicable option

- Option A: Complete an Associate's (or higher) degree from an accredited college/university.
Proof: Copy of degree or unofficial transcripts
- Option B: Complete two years (48 **semester** hours) of study from an accredited college/university.
Proof: Copy of unofficial transcripts
- Option C: Meet a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment (the ParaPro Assessment), knowledge of and the ability to assist in instructing reading, writing and mathematics.
Proof: Copy of ParaPro print-out showing name and passing score
- Option D: A current or previous licensed teacher. A copy of the licensure form must be attached.
Proof: Copy of current or expired teaching license

Employee Signature _____
Date

TO BE COMPLETED BY HUMAN RESOURCES OFFICE: The employee identified above is now eligible for a salary change. The effective date is the first Monday of the following month upon receipt and verification of this form:

Current Lane _____ Current Step _____ Current Hourly Rate _____

Lane _____ Step _____ Base Salary _____ Date Effective _____

Human Resources Administrator _____
Date