



Frequently Asked Questions

Paraeducator Minimum Employment and Training Requirements Validation Tool

Use of the Validation Tool

Is this validation tool required to be used?

Yes. This validation tool is intended to inform and assist Local Education Agencies (LEAs) in ensuring that instructional paraeducators in Title I school(s) meet the state's minimum employment and training requirements. During the Title I, Part A Program Review, the program office will use this tool to verify that all instructional paraeducators in Title I school(s) meet the minimum employment and training requirement.

Do we have to report all instructional paraeducators' employment and training information to OSPI?

No. This validation tool is not intended to require LEAs to report instructional paraeducator information to OSPI.

If we have other ways of tracking paraeducator employment and training requirements, is that sufficient?

Yes. It is sufficient if you have other methods for tracking the required information and can present that information during the Program Review.

Data and Data Sources

What is the data source of the paraeducator data in the tool?

This validation tool includes instructional paraeducators (Duty root 91—Aide; Activity code 22—Learning Resources or 27—Teaching) who are reported in the S-275, Comprehensive Education Data and Research System (CEDARS), or eCertification.



Do we have to report or update all instructional paraeducators hired during a school year?

No. Because most paraeducators are part-time employees and/or late hires, LEAs are not required to report or update all instructional paraeducators in S-275 or CEDARS. To reduce the amount of data verification required during the Program Review, paraeducators are strongly encouraged to report their Fundamental Course of Study (FSC) completion dates to eCertification. These dates are reflected in the tool on a weekly basis.

Why is the number of instructional paraeducators in the validation tool different from what we have locally?

The tool may show a limited number of instructional paraeducators because most paraeducators are part-time employees and/or late hires that LEAs are not required to report to S-275 or CEDARS. If LEAs would like to reduce the amount of data verification during the Program Review by reporting paraeducator information, please consult your staff responsible for the Personnel Reporting or CEDARS.

Support and Contact

I am new to this role, where can I get support?

Please contact Educator Data, Research and Development, EducatorData@k12.wa.us. The Educator Data, Research and Development team offers bi-weekly **Office Hours** on Monday and Thursdays. Please refer to the [Educator Data Office Hours](#) for specific dates and times.