

# *Paraeducator Minimum Employment and Training Requirements Validation Tool Summary*

## Summary of the Validation Tool

The purpose of this workbook is to support Local Education Agencies (LEAs) in ensuring that all instructional paraeducators meet applicable state minimum employment and training requirements.

This workbook serves as a supporting tool to help meet this federal requirement for all instructional paraeducators [ESEA Section 1111 (g)(2)(J)]. The Title I, Part A Program office will review these requirements as part of the Program Review process beginning in November 2026.

This validation tool is not intended to require LEAs to report or update instructional paraeducator information to OSPI.

## Data and Data Sources

This workbook provides a list of instructional paraeducators working at each school within a LEA, along with their state minimum employment and training requirements. LEAs are responsible for verifying each paraeducator's state requirements for the LEA(s) in which they are employed. The information in this workbook is integrated from Personnel Reporting (S275), the Comprehensive Education Data and Research System (CEDARS), and ECert. The Tableau workbook data will be updated every Saturday at 9:00 AM.

## Access to the Validation Tool

LEA Administrators or users need to have the Education Data System (EDS) application user role "Tableau Server, Tableau SecureDataPortal-Educator Interactor" to view the workbook ([Paraeducator Minimum Employment and Training Requirement Validation Tool](#)) in the folder: [Tableau Server\SecureDataPortal\Educator](#).

If you believe you are the correct person to use the validation tool and cannot access these workbooks, please contact your [District Data Security Manager](#) to be assigned the appropriate [EDS user role](#).

Please note it can take 24 hours for a newly assigned permission to be applied to Tableau Server and grant workbook access.

## Contact and Support

For questions regarding this data and the validation tool, please contact Educator Data, Research and Development, [EducatorData@k12.wa.us](mailto: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.

For questions regarding Title I, Part A Program requirements and the Program Review, please contact [Title1a@k12.wa.us](mailto:Title1a@k12.wa.us).