## 2011-2012 Highly Qualified Paraprofessional Action Plan Instructions

A local education agency (LEA) that reported paraprofessionals as not meeting Highly Qualified requirements on its **2011-2012** Highly Qualified Teacher Compliance Report, Part 7.1.5 (due November 14, 2011), must complete the Highly Qualified Paraprofessional Action Plan.

One form should be completed for each paraprofessional reported as not Highly Qualified. The number of forms submitted should match the number of paraprofessionals reported in Part 7.1.5 of the PR1100 for each campus. Copy the form as needed.

All paraprofessionals on Schoolwide campuses or those paid by Title I funds on Targeted Assistance campuses must meet the HQ requirements or be reassigned to a non-served campus.

Include region, district name, county district number, contact name, phone number, and email address. Print the name of the paraprofessional identified in the PR1100 for the campus(es) listed above.

- Check the box that describes the action taken to meet the Paraprofessional Highly Qualified requirements.
- Enter the date the change was made on the PR1100 Highly Qualified Compliance Report.
- Print the name <u>and</u> title of the Authorized Official. The Authorized Official is to sign and date the form.

The LEA must ensure that an express or postal mail submission is postmarked by the **January 20**, **2012**, due date.

Texas Education Agency Division of Educator Initiatives Attn: Highly Qualified Unit 1701 North Congress Avenue Austin, TX 78701-1494

Submissions can also be made by Email to the division at *espi@tea.state.tx.us* or fax (512) 463-7795.