





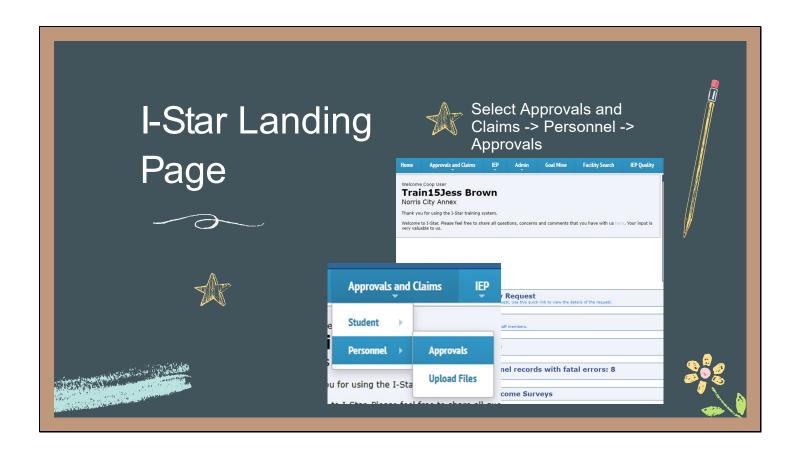
2021-2022 Special Education Personnel Approval Manual

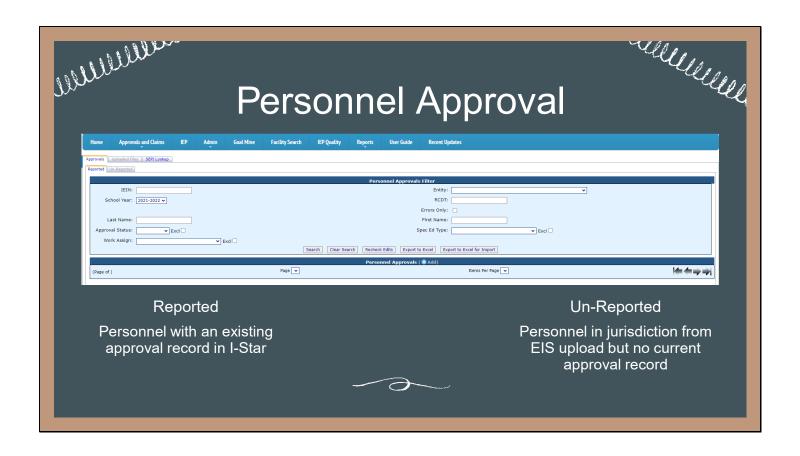
- Updated in February
- Due Date Personnel Approval DUE June 30, 2022!!!
- New ISBE Contact Marlee Goldsworthy

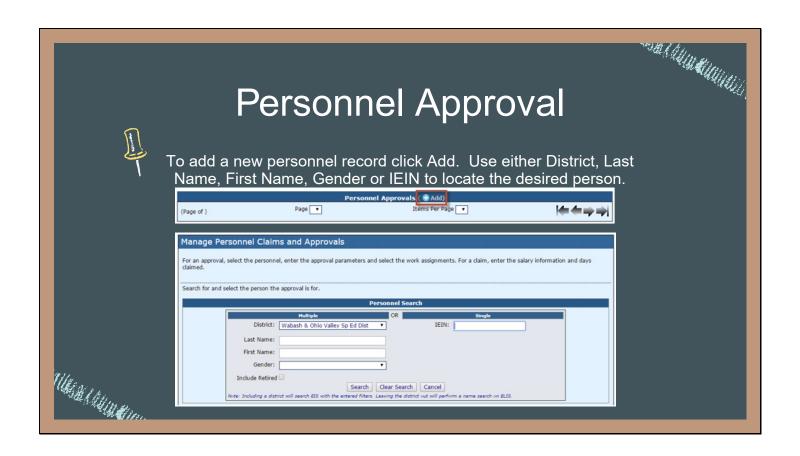


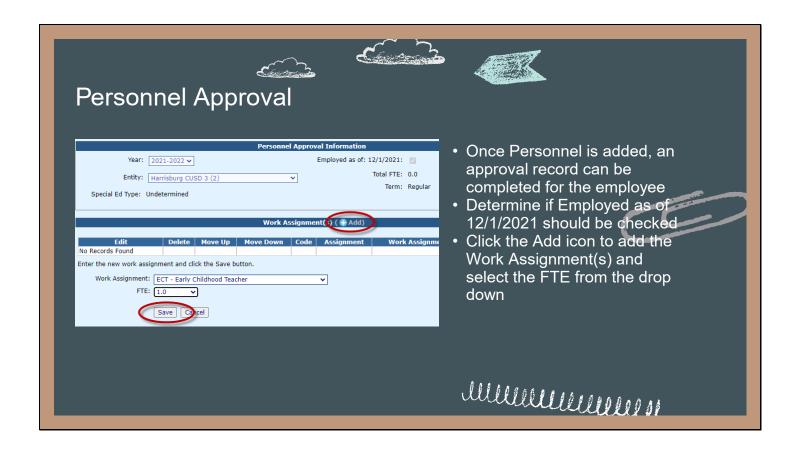
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Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- Grades PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide Prek
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)

PA6 - Program Aide (KG-12)

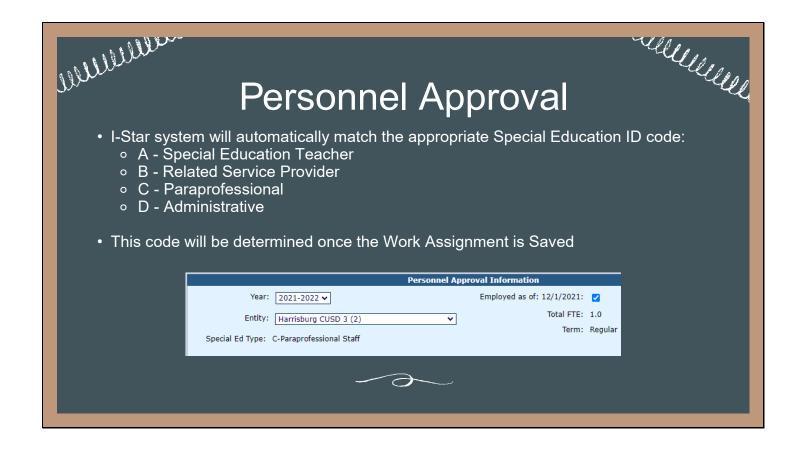
TA3 - Individual Instruction Aide (PreK)

TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)

NHA6 - Non-Certified Health Aide (KG-12)





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Status Codes

-cellelelel

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
 - Qualified Warning Free / Approved
 - Not Qualified Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.





