

## WA07 = 2305, 2306, 2307, 2308, 2325, and 2310 (Teachers, Long Term Subs, and Consultative Teachers)

**\*\*Send all of your work assignment records in one file to expedite processing. A file with 2 records takes the same time to process as a file of 1000 records. The more files you send, the longer you will wait for the results.\*\***

Do not report study halls or prep times at all. Only report instructional class time.

Only job classifications 2305, 2306, 2307, 2308, 2325, and 2310 require assignment, grade, subject area-course, class section, and in some cases HQ and SMC information. (Job classification 4100 requires assignment and NCLB para requirement data only. Most other job classifications do not require assignment, grade, subject area-course, class section, NCLB requirement, and HQ and SMC information.)

Consultative Teachers (job classification) must go with Consultative Assignments

2310 005, 006, 012, 014, 020, 208-304

005 and 006 cannot go with job classification 2305

005 and 006 require HQ data **but not SMC**

Only use 005 or 006 with core subjects

Use 2310 for resource room teachers. For prior-to-secondary resource rooms you it is likely that you will use the new grade specific "all courses" codes: ECE Grade 8 is WA10 = 73028-73038. WA09 needs to correspond with the correct subject code. 73039 is non-grade-specific prior-to-secondary "all courses" code with WA09 = 88 or 99. The secondary "all courses" code remains 99999 and will be validated to make sure they are only for SPED or ELL work assignments.

Core Subjects: If these codes are used in the subject area-course code, you must use a core assignment and provide HQ and in most cases SMC. (The 2310 with 005 or 006 are the only exception to the HQ/SMC rule.)

Core Subject Codes: 01XXX-06XXX (all codes beginning with 01 through 06), 51XXX-56XXX (these are the non-secondary codes that correspond to the secondary codes in the 01XXX-06XXX)

73028-73041 = NEW grade specific all subjects Code WA09 appropriately

99999 = Secondary "all courses" codes for ELL and SPED

If you send records with core subject area-course codes, the assignment code must be core

Core Assignment Codes: 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 016, 017, and 019

If you are reporting core subject area-course codes, you must provide HQ and SMC information (WA14=01-02 and WA15=01-07).

If you identify someone as being HQ (WA14=01), you must provide a license number in the staff roster file (SR03) and when assigning the MEPID (ID06).

If ID06 or SR03 = 00 then WA14 cannot be 01 (highly qualified).

FTE Calculations: The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)

Do not include assignment, grade, subject area-course, class section, HQ, or SMC information for any job classifications other than 2305, 2306, 2307, 2308, 2310, 2325.

You do not need to report grade, subject area-course, class section information for paraprofessionals (4100) but you will not get an error if you do. (See the worksheet for paraprofessionals for further clarification on coding job classification 4100.)

## WA07 = 4100 (Paraprofessionals)

Paraprofessionals assist teachers in classrooms.

In some districts office assistants are part of the paraprofessional bargaining unit but these folks should not be coded as paraprofessionals in EPIMS.

Assignment (WA08)	NCLB Requirements (WA13)
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If the school has a school-wide Title I program...

401 Title I	01 = Associates Degree	
402-405	02 = Formal Standardized Tests	
406 (Non Instructional)	03 = Formal Local Assessment	
	04 = Para, not qualified by the above categories	
	05 = Para, not required to be qualified because it is not a Title I school or part of a Title I TA program	
	00 = Para, Non Instructional not required	

If the school has a Targeted Assistance (TA) Title I program...

401 Title I (can't be 05)	01 = Associates Degree	
402-405 (can be 01-05)	02 = Formal Standardized Tests	
406 (Non Instructional)	03 = Formal Local Assessment	
	04 = Para, not qualified by the above categories	
	05 = Para, not required to be qualified because it is not a Title I school or part of a Title I TA program	
	00 = Para, Non Instructional not required	

If the school is NOT Title I at all...

401 Title I	01 = Associates Degree	
402-405	02 = Formal Standardized Tests	
406 (Non Instructional)	03 = Formal Local Assessment	
	04 = Para, not qualified by the above categories	
	05 = Para, not required to be qualified because it is not a	
	00 = Para, Non Instructional not required	

Error 6114 deals with this rule:

### 6114 — Paraprofessional Qualifications (WA13) invalid for Title I School type

If the School (WA06) has a Title I Targeted Assistance Program and the Assignment (WA08) = 401, then WA13 must equal 01, 02, 03, or 04. If the School (WA06) has a Title I Program that is school-wide and the WA08 = 401, 402, 403, 404, or 405, then WA13 must equal 01, 02, 03, or 04. If the School (WA06) does not have a Title I Program and WA08 = 402, 403, 404, or 405, then WA13 must equal 05. **Regardless of Title I status, Non Instructional Paraprofessionals (WA08=406) must code WA13 as 00.**

WA07 = 4100	Required
WA08 = 401-406	Required
WA09 = Optional	
WA10 = Optional	
WA11 = Optional	
WA12 = Appropriate FTE	Required
WA13 = 01-05 or 00	Required
WA14 = 00	HQ required to be "Not Applicable"
WA15 = 00	SMC required to be "Not Applicable"

WA07 = 4100 (Paraprofessionals)

Paraprofessionals assist teachers in classrooms.

In some districts office assistants are part of the paraprofessional bargaining unit but these folks should not be coded as paraprofessionals in EPIMS.

The values allowed for WA13 (NCLB Instructional Paraprofessional Requirements) vary depending on a school's Title I status and WA08

(Teacher/Paraprofessional Assignment). The chart below may assist in determining the allowable values for these fields.

WA13	If the school has a school-wide Title I program...			If the school has a Targeted Assistance (TA) Title I program...			If the school is NOT Title I at all...		
	WA08			WA08			WA08		
	401 Title I	402-405	406 (Non Instructional)	401 Title I	402-405	406 (Non Instructional)	401 Title I	402-405	406 (Non Instructional)
00 = Para, Non Instructional not required	N	N	Y	N	N	Y	N	N	Y
01 = Associates Degree	Y	Y	N	Y	N	N	N	N	N
02 = Formal Standardized Tests	Y	Y	N	Y	N	N	N	N	N
03 = Formal Local Assessment	Y	Y	N	Y	N	N	N	N	N
04 = Para, not qualified by the above categories	Y	Y	N	Y	N	N	N	N	N
05 = Para, not required to be qualified because it is not a Title I school or part of a Title I TA program	N	N	N	N	Y	N	N	Y	N

Some other work assignment values are restricted for paraprofessionals. Below is a guide.

WA07 = 4100	Required
WA08 = 401-406	Required
WA09 = Optional	Must be 00 if WA08=406
WA10 = Optional	Must be 00000 if WA08=406
WA11 = Optional	Must be 0 if WA08=406
WA12 = Appropriate FTE	Required
WA13 = 00-05	Must not be 00 if WA08<>406
WA14 = 00	HQ required to be "Not Applicable"
WA15 = 00	SMC required to be "Not Applicable"