

**PERSONNEL (In Full-Time Equivalency of Assignment) PROVIDING  
SPECIAL EDUCATION AND RELATED SERVICES FOR  
CHILDREN WITH DISTABILITIES**

**General Instructions**

1. Your district will need to report on the number of personnel *employed or contracted* to provide special education and related services.
  - a. The personnel should have been *employed or contracted* on or about the child count date of 2011.
  - b. This includes data from all agencies that have responsibilities for educating students with disabilities. This includes personnel employed by private agencies.
  - c. All personnel who provide services to student with disability ages 3 through 21 regardless of the funding source (i.e., Part B of IDEA, State or local funding).
  - d. DO NOT include in the count teachers or other instructional personnel who serve children from birth through age 2, unless they also serve children with disabilities ages 3 through 21.
2. All data will be entered based on Full-Time Equivalency (FTE) based on their assignment.
  - a. If personnel are employed or contracted part-time this will need to be converted to FTE. For example, if a teacher works 4 hours per day out of a 6 hour work day their FTE would be reported as .67 ( 4 hours/6 hours=.66666 FTE).
  - b. Please use decimals, if they are necessary, when reporting FTE.
  - c. Decimals should be rounded to the hundredth place (i.e., two decimal places).
  - d. If no personnel are employed in categories then enter zeros (0).

**Instructions**

School District Data

Specific Instructions:

1. Person responsible- Please enter the person's name that is responsible for collecting the data.
2. Telephone: Please enter the person's telephone number and extension that is responsible for collecting the data.
3. E-mail Address- Please enter the person's e-mail who is responsible for collecting the data.
4. Superintendent's name: Please enter the superintendent's name. This will act as the superintendent's signature
5. Superintendent's verification date: Please enter the date in which this data was verified by the superintendent. This will act as the superintendent's signature date.

Section A: Special Education Paraprofessionals Serving Children with Disabilities

General Instructions:

- Paraprofessional are employees who provide instructional support, including those who:
  - (1) Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher, (2) assist with classroom management, such as organizing instructional and other materials, (3) provide instructional assistance in a computer laboratory, (4) conduct parental involvement activities, (5) provide support in a library or media center, (6) act as a translator, or (7) provide instructional support services under the direct supervision of a teacher.
- NOTE: For reporting paraprofessionals, whose service time is divided between students with disabilities and students in the general population, base the reported FTE on only the time the paraprofessional works specifically with the children with disabilities who receive special education and related services.

Specific Instructions:

Line 1: *SpEd Paraprofessionals-age group 3 to 5 Qualified FTE*- Please enter the Full-Time Equivalent (FTE) for all qualified paraprofessionals who provide support to children with disabilities ages 3 to 5. For example, if your school district has 4 full time paraprofessionals (4 FTE) and 2 part-time paraprofessionals (.67 FTE + .75 FTE= 1.42 FTE) that work with children with disabilities ages 3 to 5 you would report 5.42 FTE (4 FTE + 1.42 FTE).

Line 2: *SpEd Paraprofessionals-age group 6 to 21 Qualified FTE*- Please enter the Full-Time Equivalency of all Paraprofessionals that are qualified who provide support to children with disabilities ages 6 to 21. For example, if your school district has 4 full time paraprofessionals (4 FTE) and 2 part-time paraprofessionals (.67 FTE + .75 FTE= 1.42 FTE) you would report 5.42 FTE (4 FTE + 1.42 FTE).

Section B: RELATED SERVICES PERSONNEL SERVING CHILDREN WITH DISABILITIES AGES 3-21

General Instructions:

- This section is for reporting the number of FTE related services personnel, by type of personnel contract or employed to provide related services for children with disabilities ages 3 to 21, according to whether or not they are fully certified for the position held.
- Speech and Language Pathologist are included in this section
- This reporting section is not intended to be a comprehensive count of all type of personnel providing services to children with disabilities. Please only report on those personnel specified.
- DO NOT include personnel already accounted for in Section A.

Specific Instructions:

Lines 3-13: Please report the total FTE for all certified personnel who provide related services for children with disabilities ages 3 to 21.

Lines 14-24: Please report the total FTE for all personnel who are NOT fully certified who provide related service for children with disabilities ages 3 to 21.