

## **PROCESS FOR ACQUIRING NEW OR MAINTAINING A PARAPROFESSIONAL**

### **STEP 1:**

- *Submit annual application requesting para-professional and attach the following documents:*

List of children with IEP's that are either returning or currently enrolled; do not send names of children who are "suspected" of having a disability as they will not be considered

Recruitment plan

List of para-professional(s) (agencies with existing para's)

### **STEP 2:**

- *Applications are due into CYS by August 1st*

### **STEP 3:**

- *Approval/Denial letters sent by September 30th*