PARA SCHEDULING FORMS

Collecting data before you create your schedule:

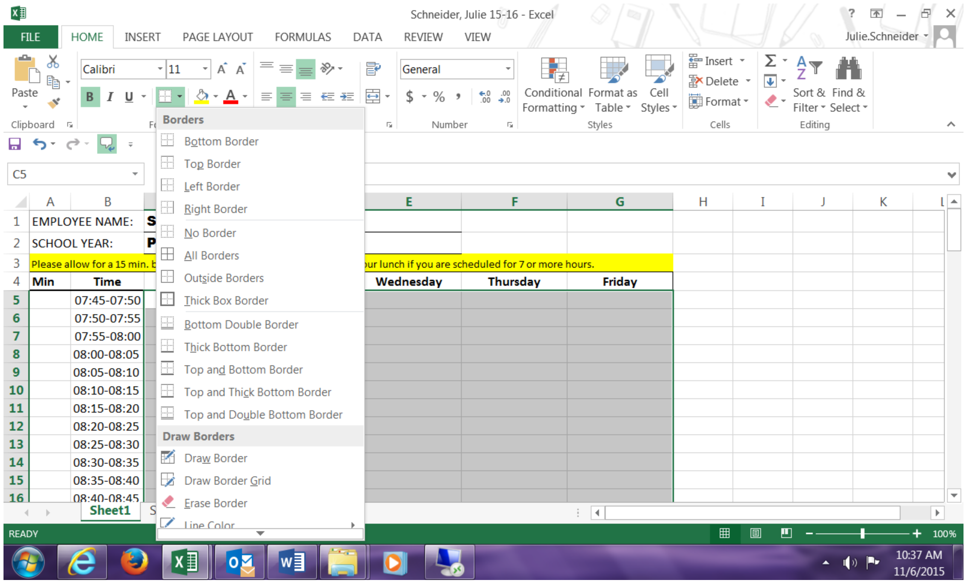
1. What are your daily start and end times?
2. What are the students' first and last names you will be working with and at what times?
3. What classroom will you be in (the teacher's name)
4. What are the students' disability codes and will your assistance be general or 1-2-1?
    a. <u>You should get this information from your case manager or the lead teacher</u>. *It is very important to get this information correct. During an audit the auditor will compare the student's para help to what was written in the IEP. They must match. Below is a list of* disability codes:
    401 – Speech Language Impaired
    402 – Mild-Moderate
    403 – Severe - Profound
    404 - Physically Impaired
    405 – Deaf Hard of Hearing
    406 – Visually Impaired
    407 – Specific Learning Disability
    408 – Emotional Behavioral Disorders
    409 – Deaf-Blind
    410 – Other Health Disabilities
    411 – Autism
    412 – Early Childhood Developmentally Delayed
    414 – Traumatic Brain Injury
    416 – Severe Multiple Impaired
    420 – Aggregate (3 or more disabilities)

Finding and Naming the PARA Scheduling Form

1. School Website – Forms – Under Staff "Para Scheduling Form"
2. Open with Microsoft Excel
3. Enable Editing
4. File – Save As – Documents/Desktop (Where you want to save the file)
5. Name the file using this format: Last, First Year (Schneider, Julie 15-16)

Creating blocks of time on your schedule form: This allows you to create a border around blocks of time. You only have to make one assignment entry per block. This keeps the schedule a lot cleaner and easier to read.

1. Make sure the "HOME" button is open in the top bar of the spreadsheet
2. Move your cursor to the upper left hand corner of your block
3. Depress and hold the left click on your mouse
4. While holding the Left Click down, highlight the area of the block you wish to create.
5. When you have the area highlighted let go of the left click (The area should be highlighted)
6. Using your mouse click on the Border Icon (See Below) – Click "No Border" to clear any previous borders then "Outside Border"
7. **Create all of the blocks that are shown on the Training Schedule**



Deleting Rows: (This allows you to delete unused time rows)

1. Left click and hold your mouse to highlight the rows you wish to delete
2. Right click on your mouse to bring up a menu.
3. Using Left Click on your mouse select “Delete” “Entire Row”
4. **Delete the time rows that are not used on the training schedule (3:15-3:30) and adjust the schedule so you only use one line for the unpaid ½ hour lunch.**

Employee Information:

1. Make sure the current school year is on the top of the form and in the signature area
2. Employee Name - last, first - (Schneider, Julie)

Assignment Information: (Be consistent when entering your data)

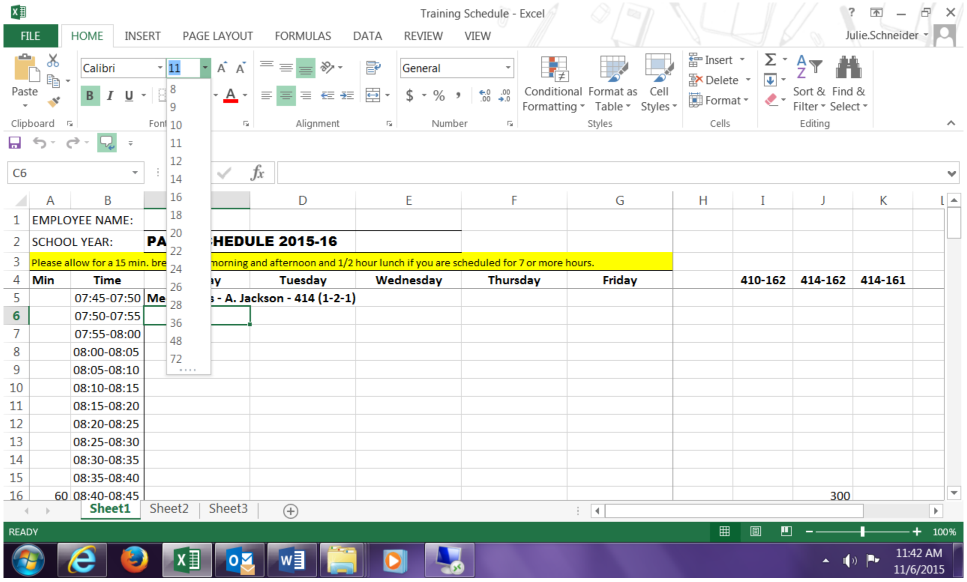
1. Line (1) of Scheduling Block: Teacher Name/Subject (Ketz/Reading) - Highlighted
2. Student Name- First initial, Last name (A. Lincoln) – Do not enter disability info at this time
    a. If you are with more than one student, list each on a separate line.

The scheduling form is preset to align data on the left of the cell and not wrap text.

You may need to enter your information on more than 1 line so it fits within your column.

If the information is still too large you can reduce the size of your font.

1. Make sure “HOME” is selected on the top bar of your spreadsheet
2. Using your mouse left click on the font size and select a smaller font until the info fits in your cell. (see below)
3. **Enter all the information from the practice form, except the disability information, into your schedule – Make sure you save your file as you go so you don’t lose the data if something unexpected happens.**



Check Items:

1. The minutes at the bottom of the schedule should equal your daily contract minutes.
   a. If you have a 7 hours day the minutes would equal 420 (7x60)
2. The minutes are added using and @SUM Function
   a. Left click on the cell that holds the totals number. All of the rows that are included in the formula will be highlighted.
   b. If some rows are missing you can edit the formula to include all rows and then press enter

Go to the totals cell and look at the formula. Make adjustments if necessary

Send your schedule to the special education lead teacher:

1. Open Office Outlook (Email)
2. Select New Email
3. Click on "To: and select Kristyanna.Brandriet@ortonville.k12.mn.us from the list
4. Subject: Para Schedule "TEST"
5. Attach File – Select the Icon that looks like a paper clip
6. Find your file – and double click on it
7. The file will show up in the attachments section of your email
8. Send

Mrs. Brandriet will review your schedule and recommend changes if necessary. Once the schedule is ok she will save a copy to be distributed to substitutes. She will then email it back to you or let you know that it is ok.

Enter disability information into the schedule

1. Add each student's disability, 1-2-1 if appropriate – A. Jackson 414 (1-2-1)
2. After you have entered all of the disability information email again to Mrs. Brandriet.
3. Mrs. Brandriet will then email your schedule to payroll for allocations.

Enter the disability information from the practice schedule onto your schedule.

You are responsible for updating your schedule if any changes are made during the school year.

PARS Reporting

1. Because of an exemption we have received from the State of MN you are able to use your final schedule in place of a monthly PARS report.
2. At the end of each semester
   A. Report to the lead teacher to review your schedule for accuracy.
   B. Update the schedule if necessary. Send the revised schedule to payroll for reallocations.
   C. If the schedule is accurate: sign, and date it. (Make sure the date is after the semester end)
   D. **Do Not Leave at the end of the year without signing your schedule.**