



COMMONWEALTH of VIRGINIA
Department of Education

September 20, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Reporting 2013-2014 Special Education Paraprofessional Data (Instructional Personnel and Licensure Report)

In order to comply with the federal reporting requirements of the *No Child Left Behind Act of 2001* (Public Law 108-466), Section 618 (a)(3); 34 CFR Sections 300.640 and 300.645, school divisions are required to submit the following special education personnel data during the Instructional Personnel and Licensure Report (Fall IPAL Survey):

- Special Education Teachers serving children with disabilities;
- Special Education Paraprofessionals serving children with disabilities; and
- Related Services Personnel serving children with disabilities.

Beginning with school year 2013-2014, the IPAL Survey (opening in mid-October) will be the only method of reporting personnel data for Special Education Paraprofessionals serving children with disabilities ages 3-5. Please note that this is a change from previous years' data submissions.

The IPAL Survey collection should reflect a "snapshot" of your school division's paraprofessional data as of October 1, 2013. School divisions must follow all requirements for teacher licensure and the Fall IPAL Survey.

Please remember that communication among special education directors and all staff who submit special education personnel data is imperative to ensure successful and accurate data reporting.

Questions or concerns regarding Special Education personnel data should be directed to the Office of Special Education Program Improvement, via e-mail at spedprogramdata@doe.virginia.gov or by telephone at (804) 225-3252.

PIW/dml