

## 2024-25 Paraeducator Training Reimbursement (Form Package 918)

### INFORMATION



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### BEFORE GETTING STARTED

After the Form Package (FP) is submitted and the “Thank You” page appears, a confirmation email with a copy of the submitted data will be sent to the program contact(s) and the authorized assurances official.

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### INFORMATION

School districts and ESDs that report\* employing paraeducators must complete Form Package 918 (FP 918). The purpose is to provide a process for school districts and ESDs to report the total number of paraeducators who completed the training requirements for the 2024-25 school year on the Fundamental Course of Study and General Paraeducator Certificate for reimbursement.

*\*The S-275 report from OSPI is utilized to determine the list of eligible school districts and ESDs.*

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## REIMBURSEMENT PAYMENT INFORMATION

Reimbursement rate for 2024-25 year is not finalized but will not be less than \$549 per paraeducator for 14 hours of training, and \$1,098 per paraeducator for 28 hours of training.

For **SEPTEMBER 2025 APPORTIONMENT** reimbursement, school districts and ESDs must:

- Have completed all 2024-25 required paraeducator training on or before August 29, 2025.
- Submit completed FP 918 by 11:59 pm on August 29, 2025.

For **OCTOBER 2025 APPORTIONMENT** reimbursement, school districts and ESDs must:

- Have completed all 2024-25 required paraeducator training on or before September 1, 2025.
- Submit completed FP 918 by 11:59 pm on September 23, 2025.

### APPORTIONMENT PAYMENTS:

- Payments will show on Report 1197
- ESD payments will be in Revenue 0039
- School district payments will be in Revenue 410001
- The description will read, "General Fund Projects"

### If your district is NOT SEEKING REIMBURSEMENT

- Submit completed FP 918 by 11:59 pm on Tuesday, September 23, 2025.
- To avoid reminder notifications from your ESD, we encourage you to submit your decision as soon as possible. Doing so shouldn't take more than 5 minutes of your time.

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## 1. PARAEDUCATOR TRAINING PROGRAM CONTACT & DISTRICT INFORMATION

Contact information for the staff that lead the Paraeducator Training Program and information about the size and location of your institution.

Contact #1 - Name \*

Title \*

Email Address \*

Phone Number

## Contact #2 - Name

Title

Email Address

Phone Number

The Paraeducator Training Program officially began in 2019-2020 school year, when did your contact lead start working with the paraeducator training program for your institution? \*

2019-2020 school year

2020-2021 school year

2021-2022 school year

2022-2023 school year

2023-2024 school year

2024 -2025 school year

2025 -2026 school year

Other

What is the name of the your School District/ESD/Tribal Compact/Charter School? \*

If your school was not included in the list above and you selected "Other", please type name here:

For the 2024-25 school year, what was your student enrollment?

\*

- ☐ Less than 2,000
- ☐ 2,001-8,000
- ☐ 8,001 or more
- ☐ Not applicable

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## TRAINING CONFIRMATION

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2. Are you claiming paraeducator training reimbursement for the 2024-25 year (July 1, 2024 - Sept 1, 2025)?  
\*

- ☐ Yes
- ☐ No

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### BELOW IS ONLY FOR DISTRICTS WHO ARE NOT CLAIMING TRAINING

3. What was the reason? \*

- ☐ We did not employ any paraeducators in the 2024-25 year
- ☐ All the paraeducators employed in the 2024-25 year had already completed the required paraeducator training
- ☐ None of the paraeducators trained in the 2024-25 year were able to complete the required training and are therefore ineligible for reimbursement
- ☐ All paraeducators employed in the 2024-25 year received and completed the required training, but we are not seeking reimbursement
- ☐ Other - Write In (Required)

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4. That completes the 2024-25 Training Confirmation section.

You have the option to complete an short survey about the Paraeducator Training Program that we use to inform policy - questions are centered around:

- In-Person Exemption Process
- Contract Paraeducators
- Modifying the "all or nothing" reimbursement model

OR, you can opt to go directly to the assurances and complete the form package. \*

- ☐ I am willing to complete the **SURVEY** before completing the form package.
- ☐ I would like to **COMPLETE** assurances and the form package now.

**The next page is ASSURANCES page example. If you want to see the survey questions, it was included in the email attachments titled FP 918 Survey.**

## ASSURANCES

The school district or ESD agrees to the following:

- To adhere to RCW 28A.413 and WAC 179.
- To review and adhere to the Paraeducator Standards of Practice and the Fundamental Course of Study.
- In accordance with the 2025-27 operating budget (SB 5167), the school district or ESD must provide:
  - 28 hours of training on the Fundamental Course of Study (FCS) to all new paraeducators who have not yet received any training; and
  - 14 hours of training on the General Paraeducator Certificate to all paraeducators who have completed the FCS but have not yet completed the General Paraeducator Certificate.
- To only request reimbursement for paraeducators who complete the full training hours assigned to each paraeducator training type.
- To provide paraeducators with written documentation of both FCS unit completion and final completion of the FCS, and the appropriate clock hour forms or documentation for completion of training that meets the general certificate.
- To help the paraeducator upload their completion of the FCS in the E-Certification for Washington State Educators. To adhere to all clock hour or activity-based clock hour procedures and documentation (WAC 181-85).
- To submit final training report for reimbursement by 11:59pm on the following due dates:
  - August 29, 2025 for September Apportionment
  - September 23, 2025 for October Apportionment

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17. By entering your name, I hereby declare that organization officials have read, understand, and agree to these assurances. All information provided herein is accurate. \*

Authorized Representative

Name:

Authorized Representative Title:

District, ESD, Tribal Compact, or Charter School

Name:

Email Address

Phone Number

Thank you for completing the Paraeducator Training Reimbursement for the 2024-25 training period.

- Surveys submitted and *verified as complete* by 11:59 pm on **August 29, 2025**, should receive reimbursement on the **September apportionment**.
- Surveys submitted and *verified as complete* by 11:59 pm on **September 23, 2025**, should receive reimbursement on the **October apportionment**.

***APPORTIONMENT PAYMENTS:***

- Payments will show on **Report 1197**
- ESD payments will be in Revenue 0039
- School district payments will be in Revenue 410001
- The description will read, "General Fund Projects"

***QUESTIONS or ADJUSTMENTS:***

- Contact Alejandra Cruz-Martinez at [alejandra.cruz-martinez@k12.wa.us](mailto:alejandra.cruz-martinez@k12.wa.us) if you have any questions or need to make adjustments to your submission
  - Please include "FP 918" in the subject line for faster response
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