



EMPLOYEE NAME			HRM PORTAL JOB No.
	Last Name	First Name	
PERSON REPLACED <i>(If Applicable)</i>			
	Last Name	First Name	
Reason for Change	☐ Additional Hours/FTE ☐ Reduction of Hours/FTE ☐ Account Code Update/Change ☐ Transfer (between buildings) ☐ Reassignment (same building) ☐ Other, Explain:		
Position Type	☐ Administrator ☐ Certified ☐ Classified ☐ Coach ☐ Advisor/Extra Duty/Hours ☐ Other (Explain):		
Status	☐ Regular ☐ Leave Replacement -Certificated ☐ Temporary -Classified ☐ Coach ☐ Substitute ☐ Supplemental		
Journal Entry	☐ Yes ☐ No (For Accounting Only) JE Instruction:		

B.	Highly Qualified/NCLB Information (Teachers and Paraeducators Only)			Total Hours Per Day	
	HQ Teacher or Paraeducator NCLB/HQ Compliant	Yes ☐	No ☐	Explain:	
	Title I & Paraeducator Core Competency Compliant	Yes ☐	No ☐	Explain:	
	ECEAP Compliant Paraeducator	Yes ☐	No ☐	Explain:	
			Paraeducator Specialist? (Verified by Program Administrator)		
			Yes: ☐	Verified by: _____	
			No: ☐	Initial: _____	
				Date: _____	

Building Administrator	Date/Time	Associate Superintendent	Date/Time
Program Administrator (if applicable)	Date/Time	Executive Director of Financial Services	Date/Time
		Superintendent	Date

District Office Use Only:

☐ Emailed _____

☐ ERM _____

☐ EMS _____

☐ S-275 _____

☐ Payroll _____

☐ Budget _____

☐ JE _____

☐ Classified Degree Rec'd _____

Selah School District – Change of Status Form Reference Guide

This is a change of status form and is used any time an employee's assignment changes for any length of time.

Section A – Employee Information

This section provides all of the information regarding the employee, who they're replacing (if applicable), the type of change. Please check the type of position, and the status of the assignment. If the new assignment includes temporary hours check both the Regular and Temporary boxes and indicate the number of hours for each status type. For example, if a 6 hour paraeducator is getting an additional half hour temporary hours for bus duty, put the number 6 by regular and .5 by temporary. All hours should be indicated in .25 increments (.25 = 15 minutes).

When filling in the current assignment, complete with the information the employee is currently working prior to the change. No effective dates are required for the current assignment.

When filling in the new assignment add all current and new hours that will be worked in the new assignment.

Section B – ESSA REQUIREMENTS – TEACHERS AND PARAEDUCATORS

Teacher endorsements must match the assignment – please indicate yes or no and explain if they do not. Board approval is required for teachers who are in assignments outside of their endorsement OR those with conditional certificates.

Paraeducators must be HQ with the following:

- 1) HS Diploma **or** GED **and** one of the following
- 2) AA degree or higher; 72 quarter credits at the 100 level or higher; or a passing grade on the ETS Parapro Assessment.

Section C – Approval

Please sign in the appropriate area and fill in today's date.