



NYCDOE/UFT PARAPROFESSIONAL STUDENT TEACHING LEAVE OF ABSENCE PROGRAM

In some instances, colleges and universities will not accept work as a Paraprofessional in place of student teaching. The New York City Public Schools (NYCPS) provides eligible paraprofessionals a 40-day paid leave of absence to complete student teaching requirements. The number of leaves per year will not exceed 100 total (50 leaves for the fall and 50 for the spring). These special leaves of absence are by application only and given at the discretion of the Executive Director of Human Resources.

Application Period:

- *Fall Application: July 1st - October 1st.*
- *Spring Application: December 1st - March 1st.*

Applications can be found under the Career Training Program section on our website: www.teachnycprograms.net

Eligibility Requirements:

Eligible Paraprofessionals must:

- Be a full-time, active employee with a minimum of one (1) full school year as a Paraprofessional. **Work as a substitute paraprofessional will not count toward this requirement.**
- Be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- Have at least a 2.5 GPA in the program of study.
- Fall into **one** of three categories below:
 - A) A paraprofessional who graduated with a degree in education (undergraduate or graduate) but was **not recommended for certification based on lack of student teaching.**
 - B) A paraprofessional who is enrolled in a Master's degree program leading to initial certification and **needs student teaching to complete their program.**
 - C) A paraprofessional enrolled in an undergraduate program leading to initial certification and **needs student teaching to complete their program.**

Required Documentation:

The following documentation must accompany the application:

- An official transcript that shows the following information:
 - Matriculation status in the specific teacher education program.
 - At least a 2.5 GPA in the current teacher education program.
- Also, specific documentation is required based on the particular category of the paraprofessional (see eligibility requirements).

Category A:

- A letter from the college/university (Education Department – Program Chairperson/Director) stating the candidate has graduated from the program and met all state certification requirements except student teaching. (Please note that this includes all required examinations and coursework.)
- The letter must also state that the 40-day leave of absence will satisfy the student teaching requirement, and the college or university will apply for certification on behalf of the applicant once the student teaching is completed.
- The letter must also specify the exact dates and the site proposal (if available) for the leave of absence.

Category B:

- A letter from the college/university (Education Department – Program Chairperson/Director) stating that student teaching is the only remaining requirement for graduation/certification and that the 40-day leave of absence will satisfy this requirement.
- The letter must also specify the exact dates and the site proposal (if available) for the leave of absence.

Category C:

- A letter from the college/university (Education Department – Program Chairperson/Director) stating that student teaching is the only remaining requirement for graduation/certification and that the 40-day leave of absence will satisfy this requirement.
- The letter must also specify the exact dates and the site proposal (if available) for the leave of absence.

Restrictions:

- The Student Teaching Leaves of Absence will be provided annually on a limited basis during the fall and spring only.
- Leaves will be granted on the severity of the need, with priority given to those paraprofessionals who have already graduated from initial teacher education programs.
- This program allows up to 40 days of student teaching. Applicants may only apply to the Student Teacher Leave of Absence Program **one time only.**
- For leaves of absence extending beyond the approval period, the applicant must apply through the SOE Self-Service Online Leave Application System (SOLAS) for an unpaid extended Leave of Absence time.
- Leaves of absence will only be granted for student teaching leading to initial teacher certification. (There will be no leaves of absence for non-teaching positions, such as school counselor, psychologist, social worker, attendance teacher, or other similar titles.)

If you require further information, please email SISPParalIncentives@schools.nyc.gov or call us at (718) 935-2449.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED