

**TITLE:** Special Education Paraprofessional Attendance Policy

**NUMBER:** BUL-6527.3

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**ROUTING**  
All Schools  
Affiliated Charter Schools  
Independent Charter Schools  
Regional Superintendents  
Regional Administrators  
Administrators of Operations  
Special Education Administrators  
School Administrative Assistants  
Staff Working with Special Education Programs  
Supervising Special Education Assistants  
Special Education Paraprofessionals

**POLICY:** This policy Bulletin has been developed by the Division of Special Education and serves as an attendance policy guide for Special Education Paraprofessionals to be used by schools.

**MAJOR CHANGES:** This Bulletin replaces BUL-6527.2, of the same issue title, issued August 29, 2019. Special Education Paraprofessional reporting procedures have been updated and included in Attachment A. A quick response (QR) code has also been added for HealthCare Assistants to report absences.

**GUIDELINES:** The following guidelines apply.

Special Education Assistants/Trainees, Health Care Assistants (HCA), and other Special Education Paraprofessionals are allocated to school sites to provide direct services to students with disabilities. Daily attendance is a critical component of service provision. The attendance policy is designed to provide attendance standards for Special Education Paraprofessionals and to outline procedures for reporting absences. It is recommended that this policy be distributed at the start of the school year and reviewed within the first two weeks of the second semester.

Schools may customize the attachment to indicate site procedures and expectations and to provide each paraprofessional with a copy of the attendance policy. (Attachment A). In addition, each paraprofessional must sign (Attachment B), and the school shall keep a copy on-site for record-keeping purposes.

**AUTHORITY:** This is a policy of the Superintendent of Schools.

**RELATED RESOURCES:**

- LAUSD Classified Employee Handbook
- Unit B Contract
- LAUSD Special Education Paraprofessional Handbook
- BUL-5616.3: Additional Time and Overtime Policy – Classified Staff Workingwith Students with Disabilities
- HCA Absence Reporting QR code

**ATTACHMENTS:** Attachment A – Special Education Paraprofessional Attendance Policy  
Attachment B – Signature Page

**ASSISTANCE:** For assistance or further information, please contact:  
Yolanda Gonzalez, Special Education Resource Coordinator, Division of SpecialEducation Operations-South/West, [yolanda.gonzalez@lausd.net](mailto:yolanda.gonzalez@lausd.net).  
  
David Hurtado, Special Education Resource Coordinator, Division of SpecialEducation Operations-East/North, [david.hurtado@lausd.net](mailto:david.hurtado@lausd.net).

**Special Education Paraprofessional Attendance Policy****PURPOSE**

Special Education Paraprofessionals are allocated to school sites to provide direct services to students with disabilities. Daily attendance ensures the successful delivery of services and reliable provision of support related to student health and safety. This policy is designed to provide attendance standards for Special Education Paraprofessionals and outlines the appropriate procedures for reporting absences.

- Special Education Paraprofessionals shall obtain their work schedule, including hours of assignment, break & meal periods, from their supervisor or administrator.
- Special Education Paraprofessionals shall be responsible for following district and school site procedures regarding absence reporting.
- Special Education Paraprofessionals who support moderate to severe programs or students with significant health or behavioral needs may be required to adhere to special absence reporting requirements.
- Special Education Assistants and Trainees contact SmartFind Express at 1-866-477-3233 or <https://cslausd.eschoolsolutions.com> as directed by the school administrator or designee.
- Health Care Assistants report absences by logging on to <https://bit.ly/HCAAbsenceReporting> and completing absence and assignment information. Alternatively, the QR code may be scanned to access the HCA Absence Reporting form.
- All Special Education Paraprofessionals, including Health Care Assistants, must contact their school sites to report an absence. A job number may be required.
- Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.) or left with co-workers unless the immediate supervisor has designated that individual to receive absence notifications. During emergencies, employees must follow the notification procedures in accordance with the Unit B Collective Bargaining Agreement as soon as reasonably possible.



- Special Education Paraprofessionals are required to turn in absence certification forms (FormNo. 60. ILL or No.60.NON-ILL) prior to or on the day of their return.
- All employees are required to submit a signed attending physician's statement or appropriate health form to their administrator after the fifth consecutive absence. However, the administrator may require employees to provide additional documentation at any time.
- Advance notification should be provided in accordance with the contract for various absences. Additionally, employees typically have advance notice of the following types of absences and should notify administration in advance so uninterrupted service can be provided to our students.

Doctor Appointments  
Military Leave  
Jury Duty

Dentist Appointments  
Vacation Request  
Subpoenaed Court Appearance

## EXPECTATIONS

Apart from emergency or exigent services, the following is required:

- Paraprofessionals are to sign in at the beginning of their shift and proceed immediately to their work area. If an employee is unable to report to work by the designated time, the employee must contact the supervisor and/or designated individual responsible for receiving call-ins prior to the start of the workday, including late arrival.
- Paraprofessionals must return to their work area following designated break and meal periods on time. Paraprofessionals must notify an administrator or individual providing work direction if their regularly assigned meal or rest period needs to be adjusted due to work-related duties.
- Paraprofessionals are expected to complete their entire shift, daily.
- Paraprofessionals may not leave work early unless excused by an administrator or designee assigned by the administrator. Required documentation must be submitted to the administrator for the portion of absence.
- Paraprofessionals are expected to complete assigned hours and leave promptly at the end of the shift. Additional time/overtime must be preapproved by the administrator and Special Education Operations. Additional time and overtime are assigned in accordance with District policy and bargaining unit agreement.

- Employees are not permitted to work through the lunch period or breaks to make up time, nor can they be combined.
- Employees are not permitted to alter their work schedule unless their supervisor approves.

Meal Period

Employees who are assigned more than five (5) hours per day are entitled to a minimum thirty (30) minute duty-free, unpaid meal period. The meal period is typically scheduled by the supervisor or administrator based on program needs at approximately the halfway point of the workday. Meal and rest periods shall not be combined or used to shorten the workday.

Rest Period

Employees assigned six (6) hours or more per day shall be granted one paid rest period of twenty (20) minutes or two rest periods of ten (10) minutes.

All unprotected absences shall be considered when calculating the employee's total number of days absent.

Excessive tardiness can also be subject to the progressive discipline process. Please contact staff relations for support.

Unprotected unpaid time is unacceptable and subject to the progressive discipline process.

Good Attendance: Employees with excellent attendance should be commended. The district goal is for every employee to be at work 100% of the time.

**Special Education Paraprofessional Attendance Policy  
Signature Acknowledgment Page**

Your signature indicates that you have received a copy of the Special Education Paraprofessional Attendance Policy and discussed its content with your supervisor or administrator.

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Employee Name/Title

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Employee Number

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Signature

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Date