



Division of Human Resources
HR School Support
Scholarship Incentives and Speech Programs
65 Court Street, Brooklyn, NY 11201

NYCDOE/UFT PARAPROFESSIONAL STUDENT TEACHER LEAVE OF ABSENCE PROGRAM

In some instances, colleges and/or universities will not accept work as a Paraprofessional in lieu of student teaching. The NYCDOE will begin providing a 40 day paid leave of absence to complete student teaching requirements. The number of leaves per year will not exceed 100. These special leaves of absences are by application only and given at the discretion of the Executive Director of Human Resources.

ELIGIBILITY REQUIREMENTS

In order to qualify for this program, Paraprofessionals must:

- Be a full-time, active employee with a minimum of one year work experience (work as a substitute paraprofessional will not count toward this requirement)
- Have at least a 2.5 GPA in the program of study.
- Fall into one of three categories below:
 - A) A paraprofessionals 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 who is enrolled in an undergraduate program leading to initial certification and need student teaching to complete their program.

APPLICATION AND DOCUMENTATION PROCESS

Applications for the CTP Student Teaching Leave of Absence Program are available for the spring terms only. For the current 2016-17 school year, applications will be available from December 22nd through January 30th, 2017 in paper form. After this initial period, ALL applications will be online. Please note: you must apply at least one (1) month prior to your required leave date.

The following documentation must accompany the application:

- An official transcript which shows the following information:
 - Matriculation Status in the specific teacher education program.
 - At least a 2.5 GPA in the current teacher education program.
 - The Paraprofessional Student Teaching Leave of Absence Request Form.

In addition, based on the specific category of the paraprofessional (under eligibility requirements) the following documentation is required:

For those applicants in Category A

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

For those applicants in Category B and 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 school day leave of absence will satisfy this requirement.
- The letter must also specify exact dates in which the leave of absence will occur.

RESTRICTIONS

- Student teaching Leaves of absences will be provided on a limited basis annually during the spring semester only.
- All student teaching experience must take place in official NYC public schools. No exceptions will be made for private or charter schools.
- Leaves will be granted by severity of the need, with priority given to those paraprofessionals who have already graduated from initial teacher education programs.
- Leaves of Absences will only be granted for student teaching leading to initial teacher certification. There will be no leaves of absences for non-teaching positions, such as speech language pathologists, school counselor, psychologist, social worker, attendance teacher and other similar titles.
- The approval of any of these leaves of absences is at the complete discretion of the Executive Director of the Division of Human Resources.

Please mail the application and required documents to:

**New York City Department of Education
HR School Support
Scholarship Incentives and Speech Programs
65 Court Street, Room 508
Brooklyn, N.Y. 11201
Attention: CTP/LOA**

Incomplete applications will not be considered.