

Student-Specific Aide Percentage Calculation Worksheet

This worksheet is used by representatives of School Districts and Municipalities to calculate the values that will be recorded in the Aide Percentage boxes on the service approval screens within the STAC Online (EFRT) System. The default values reflect a full-time 1:1 aide. Replace default values as necessary. This worksheet should only be utilized by *school districts and counties* when the cost of the education aide/assistant is not included in a tuition rate.

Student-Specific Education Aides:

Do not include classroom paraprofessionals who work with all of the special education students in the class.

PERCENTAGE OF SCHOOL DAY AIDE SCHEDULED WITH STUDENT		PERCENTAGE OF DAYS PER WEEK AIDE SCHEDULED WITH STUDENT		ADJUSTMENT FOR UNEXPECTED CLOSURES/TRANSITIONS TO REMOTE LEARNING WITH NO AIDE		AIDE PERCENTAGE (ENTER IN EFRT)
Hours/Day Aide Scheduled	Hours/Day Student Enrolled in Program	Avg Days/Week Aide Scheduled	Days/Week Student Enrolled in Program	Program Days with Aide*	Scheduled Program Days × Student FTE	
<input type="text"/>	/ <input type="text"/>	<input type="text"/>	/ <input type="text"/>	<input type="text"/>	/ <input type="text"/>	

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* Include student legal absences. Do not include time during school closures.

Shared Education Aides:

This section should only be utilized for student-specific education aides who worked with multiple students on a greater than 1:1 basis. If the aide worked with multiple students on a 1:1 basis on different days or during different parts of the day, use the Aide Percentage from above.

AIDE PERCENTAGE (FROM ABOVE)	NUMBER OF STUDENTS SHARING AIDE DURING TIME SCHEDULED WITH THIS STUDENT	PRORATED AIDE PERCENTAGE (ENTER IN EFRT)
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>