



**Paraprofessional Educational Trust  
Fund:  
Tuition Assistance Program**

## **Paraprofessional Educational Trust Fund: Tuition Assistance Program**

**Introduction:** The paraprofessional educational trust fund was established by the Board of Education in agreement with the Denver Federation for Paraprofessionals in 1987. The goal of the creating the fund was to assist paraprofessionals who wish to become teachers. Interest earned from the \$300,000 Trust Fund is used to pay tuition for selected paraprofessionals enrolled college education classes leading to certification as a teacher. (Article 20).

### **Requirements:**

- Must meet all requirements for current position
- Must have completed a minimum of three (3) school years as a paraprofessional in the District
- Must be employed as a paraprofessional for a minimum of four (4) hours per day. Preference will be given to those individuals with 50% or more of their assignment in an instructional position.
- Must not have any prior corrective action during the past year and show satisfactory performance as a paraprofessional on all performance appraisals.
- Must meet the admission requirements of the selected college or university and maintain a “B” average or higher.
- Must be enrolled in a **regionally accredited college or university** program that leads to teacher licensure in Colorado. If the candidate is already in a program, the candidates must have maintained a “B” average for all prior course work.
- Must take a minimum of 6 credit hours per semester.
- Individuals are expected to maintain enrollment during the academic year for which the scholarship is awarded.

### **Application process:**

Applications must be received by the DFPNSE office on or before the **application deadline of October 1** of each year. Instructions for submission are included on the application.

In addition to the application YOU MUST include:

- Three (3) letters of recommendation, **one of which must be from your current building principal or administrator.**

- Include a personal statement (one page maximum) which addresses why you want to become a teacher, and why you want to teach in Denver Public Schools.
- Official copies of transcripts. If you have completed course work in a teacher preparation program.
- Copies of your three most recent performance appraisals.

The Federation will review applications and recommend candidates to receive awards from the educational trust fund to the Superintendent or the Superintendent's designee. The Superintendent or his or her designee will review the information submitted by the Federation and determine whether the requests will be approved. This review may include an interview with the candidates.

### **Frequently Asked Questions:**

**Q:** How many scholarships are awarded each year?

**A:** Unless determined otherwise, the intent will be to offer two scholarships per year of \$5,000 each.

**Q:** Who determines the "recipients" of the awards?

**A:** The Federation will review each application and make a recommendation to the District. The District will review and make the final determination ensuring that all program requirements are met.

**Q:** If I am selected for a scholarship, how will I receive the award?

**A:** You will need to provide DPS Human Resources with an invoice from the college/university and a copy of your final grades in either an official transcript or a signed letter from the college/university. The District will issue payment directly to the college/university once it is determined that all requirements were met.

**Q:** What if I do not maintain grades of a "B" or better?

**A:** Awardees who do not maintain the all of requirements of the program will not be eligible for an award payment.