MEMO

Request to approve paraprofessional training

To:

From:

Date:

Re: Approval to buy the Level 1 ABA Online Training Course for groups for our staff

The request

District		**School or program**	
Number of staff (10 or more)		**Their roles**	
Proposed funding source		**Total cost**	
Staff start		**Staff finish by**	

1. My request. I ask your approval to buy Special Learning's Level 1 ABA Online Training Course for groups for the staff above, at the cost and from the funding source above, so that I can send Special Learning, Inc. a purchase order or a signed quote.

2. The need. These staff work every day with students with disabilities. Under IDEA, each state sets qualifications to ensure that personnel "are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities" (34 CFR 300.156(a)), and those qualifications allow paraprofessionals and assistants who are "appropriately trained and supervised, in accordance with State law, regulation, or written policy" to assist in providing special education and related services (300.156(b)(2)(iii)). Our district "must ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately prepared" (34 CFR 300.207). What our staff need:

3. What we would buy. The Level 1 ABA Online Training Course for groups, from Special Learning, Inc. It introduces autism and behavior-support foundations, drawn largely from work with young children in classrooms and homes, for frontline staff who support autistic people. Nine online sessions, each person at their own pace, then a final exam, with a pre-test and a post-test for each session. Each person gets their own access once payment has cleared, with 12 weeks from the day they activate it. Completing this course earns a Special Learning certificate of completion. To preview it: the 7-day free trial of the first two sessions, special-learning.com/schools/try-level-1/.

4. The cost. $99 a person, paid once, for a group of 10 or more people. Number of staff x $99 = total cost. For example, 25 people x $99 = $2,475 (10 people: $990; 30 people: $2,970).

5. How it can be paid. Our federal-programs office decides whether the cost is allowable and which fund pays. The federal text allows:

- **IDEA Part B:** the excess costs of special education and related services; the district must ensure that personnel needed for Part B are appropriately and adequately prepared (34 CFR 300.202, 300.207). Up to 15 percent of the Part B amount for the fiscal year, less any amount reduced under 300.205, may fund coordinated early intervening services for K-12 students (especially K-3) not currently identified as needing special education who need additional academic and behavioral support, including professional development for teachers and other school staff to deliver scientifically based academic and behavioral interventions (34 CFR 300.226).
- **Title II, Part A:** programs that increase teachers' ability to teach children with disabilities, and paraprofessional professional growth, as described in our application to the state (ESEA 2103(b)(3), 2102(b)); the law's definition of professional development applies (ESEA 8101(42)).
- **Title I, Part A:** professional development for teachers, paraprofessionals and other school personnel in schoolwide programs, and for staff who work with eligible children in targeted assistance programs (ESEA 1114(b)(7), 1115(b)(2)(D)).

6. Vendor and quote. Special Learning, Inc., 445 E. Illinois St, Suite 6702, Chicago, IL 60611; contact@special-learning.com; 916-264-9651. W-9 on request. Vendor details for our business office: special-learning.com/schools/vendor-information/. The attached written quote is numbered, itemized and valid 30 days (special-learning.com/schools/plan/). We pay against a purchase order or a signed quote, by check, ACH or card.

Decision

☐ Approved ☐ Not approved **Name and title**

Signature _____ **Date**

Template from Special Learning: special-learning.com/schools/purchase-request/. Federal text as read on eCFR and govinfo.gov, November 15, 2026.