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October 14, 2026

Custodian of Records
West Orange Board of Education
Business Office
179 Eagle Rock Avenue
West Orange, NJ 07052



Re: OPRA request: Paraprofessional coverage records (requester reference OPRA-002)

Dear Custodian of Records,

This is a request for government records under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law right of access. It is not made for a commercial purpose, and the records are not sought in connection with a legal proceeding. Electronic copies by email are requested; where a record exists as a spreadsheet or a system export, please send it in that form.

Period: September 1, 2026 through the date of this request.

Records requested:

1. Every report delivered to the District during the period by EduStaff, or by any other vendor providing paraprofessional staffing, concerning fill rates, absences, vacancies, or unfilled paraprofessional assignments.
2. A report or export from the absence-management or scheduling system used for paraprofessional assignments, whether the District operates it or the vendor operates it on the District's behalf, showing for each school day in the period, by school building, the number of paraprofessional assignments, the number filled, and the number unfilled. If no report with exactly those fields exists, please send the closest standard report that system produces.
3. The most recent existing document(s) showing paraprofessional positions or assignments by school for 2026-27 and which of them are vacant, such as a staffing