**Guidance for Preparing Notification Required Under ESSA Sec. 1112:**

**20 Day Parent Notification**

 *(To be issued if a teacher has taught a student for four or more consecutive weeks*

*and does not meet State and/or LEA professional qualifications)*

In Georgia, in accordance with the Every Student Succeeds Act of 2015, all Local Education Agencies (LEAs) schools/programs are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements (*including professional qualifications developed by the LEA in alignment with an approved charter or strategic waiver application*) at the grade level and subject level in which the teacher has been assigned. [*ESSA Sec. 1112 (e)(1)(B)(ii)*].In Georgia, notification requirements apply to all teachers in all LEA schools/programs. Notifications must be made within ten business days following the four consecutive weeks.

**Requirements for Content of the 20-Day Parent Notification**

In compliance with the requirements of the Every Students Succeeds Act, parents must be notified of a teacher’s professional qualifications under the following circumstances:

* + **Regular Education Teachers in Traditional LEAs -** When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable GaPSC ‘in-field’ state certification requirements at the grade level and subject area in which the teacher has been assigned.
	+ **Regular Education Teachers in Charter/ Strategic Waiver LEAs -** When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet LEA professional qualification requirements (in alignment with approved Charter/SWSS application and CLIP) at the grade level(s) and subject area(s) in which the teacher has been assigned.
	*Note: It is possible for a teacher to meet charter/ strategic waiver LEA professional qualification requirements and not meet GaPSC in-field requirements. In this circumstance, 20 Day Notification is not required.*
	+ **EIP Teachers** in **All LEAs** – 20-Day Notifications must be disseminated if the teacher does not hold EIP certification.
* **Special Education Teachers in Traditional LEAs -** LEAs should use the following criteria to determine when to send 20-Day Notifications for special education teachers:
	+ - **Special education teachers who do not issue grades-** 20 Day Notifications must be disseminated if the teacher does not hold special education certification.
		- **Special education teachers who issue grades-**
			* Special Education Certification- 20 Day Notifications must be disseminated if the teacher does not hold special education certification, and/or
			* Content Certification - the teacher does not hold certification for the subject area and grade level band in which the teacher issues grades in accordance with the student’s IEP.
* **Special Education Teachers in Charter/Strategic Waiver LEAs-** LEAs should use the following criteria to determine when to send 20 Day Notifications for special education teachers:
	+ - **Special education teachers who do not issue grades-** 20 Day Notifications must be disseminated if the teacher does not hold special education certification.
		- **Special education teachers who issue grades-**
			* Special Education Certification- 20 Day Notifications must be disseminated if the teacher does not hold special education certification, and/or
			* Content Certification - the teacher does not hold certification for the subject area and grade level band in which the teacher issues grades in accordance with the LEA’s PQ.
	+ **Clearance Certificates-** Clearance certificate requirements are not subject to 20 Day Notifications.
	+ **Paraprofessionals and Substitute Teachers-** 20 Day Notifications are not required for paraprofessionals and substitute teachers*.*
		- Paraprofessionals- ESSA does not include paraprofessionals as educators for whom 20 Day Notifications must be sent.
		- Substitutes- O.C.G.A. § 20-2-216/ GaPSC Rule 505-20-.20 requires LEAs hiring and assigning substitutes to ensure substitutes meet state certification requirements or to hire substitutes who most closely meet the requirements for teacher certification and who are available to serve as substitute teachers.

In Georgia, notifications must occur within ten business days following the four consecutive weeks.

* For verification purposes, notifications must contain:
* **Day/Month/Year of notification**;
* Name of the teacher who has not met professional qualification requirements;
* Name of the LEA and/ or school/program; and,
* Statement that the teacher has not met State certification OR LEA charter/strategic waiver professional qualification requirements for the **grade level(s) and/ or subject area(s**) in which the teacher is assigned. Grade level and/or subject area must be identified.
* In Georgia, notification requirements apply to ALL teachers in all LEA schools/programs.
* Maintain records of all notifications.

**Best Practices for the 20 Day Parent Notification**

ESSA does not prescribe the exact method of dissemination for notifications. In Georgia, the following are considered best practices when notifying parents:

* Develop written procedures for compliance, which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation.
* Notify parents in a format that will ensure that all parents have the opportunity to receive the information.
* Notify parents, to the extent practicable, in a language that they may understand.
* Ensure the notification includes school/program/LEA name and a point of contact by position.

**Spanish Translation**

* The Spanish translation was prepared by Carmazzi Global Solutions and the Georgia Department of Education.

**Directions**

* Select only **one** of the three options listed in the box
	1. **Content**
		+ Option one should be used for a teacher of record in content who is issuing grades and does not meet the professional qualifications of the LEA.
	2. **Service**
		+ Option two should be:
			- * Issued for a gifted or ESOL teacher who is providing services to students and not issuing grades and does not meet the professional qualifications of the LEA **OR**
				* Issued for a Special Education or EIP teacher who is providing services to students and does not hold GaPSC state certification.
			- The name of the teacher providing the service should be listed on the notification and not the teacher of record.
	3. **Content and Service (This is one teacher who is out-of-field for both content and service)**
		+ Option three should be:
			- Issued for a teacher of record who is issuing grades in content and does not meet the professional qualifications of the LEA, **AND**
			- Issued for a gifted or ESOL teacher who is providing services and does not meet the professional qualifications of the LEA **OR**
			- Issued for a Special Education or EIP teacher who is providing services to students and does not hold GaPSC state certification.



**SAMPLE Parent Notification**

*(To be issued if a teacher has taught a student for four or more consecutive weeks*

*and does not meet State and/ or LEA professional qualifications)*

***Use only one of the three options in the box!***

 **[Print on School Letterhead]**

**[Month, Day, Year]**

Dear Parent(s)/Legal Guardian(s):

In Georgia, in accordance with the Every Student Succeeds Act (ESSA) of 2015, all LEA schools are required to provide timely notice to parents when students have been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements (including requirements aligned to approved charter and strategic waiver applications) at the grade level(s) and subject area(s) in which the teacher has been assigned. *ESSA Sec. 1112 (e)(1)(B)(ii)*

1. We are notifying you that your child’s **[*Insert grade –if applicable - and course*]** teacher, **[*Insert Teacher’s Name*]**, does not meet State and/or LEA professional qualifications. **[*Insert name of LEA or school*]** is working with this teacher to ensure that the necessary steps are taken to meet these requirements.

**OR**

1. We are notifying you that your child’s **[*Insert grade –if applicable - and course*]** teacher, **[*Insert Teacher’s Name*]**, does not meet State and/or professional qualifications to provide service in **[*Insert grade –if applicable - and course*]**. **[*Insert name of LEA or school*]** is working with this teacher to ensure that the necessary steps are taken to meet these requirements.

**OR**

1. We are notifying you that your child’s **[*Insert grade –if applicable - and course*]** teacher, **[*Insert Teacher’s Name*]**, does not meet State and LEA professional qualifications to provide service and issue grades in **[*Insert grade –if applicable - and course*]**. **[*Insert name of LEA or school*]** is working with this teacher to ensure that the necessary steps are taken to meet these requirements.

**[*Insert Teacher’s Name*]** has **[*Insert Qualifications, such as the name of the degree the teacher earned and the college from which it was earned]*** and has taught in a local school for more than **[*insert written number – if relevant*]** years.

My staff and I will closely monitor this class to ensure student achievement. However, if you have additional questions or concerns about your child’s educational progress or teacher, you may contact me at **[*Insert Telephone Number*]** or email me at **[*Insert Email Address*].**

Sincerely,

***[Insert signature]***

**[Insert printed name]**

**[Insert title]**

**MUESTRA - Notificación a los padres**

*(Para enviar si un maestro le enseñó a un alumno durante cuatro o más semanas consecutivas y no reúne las calificaciones profesionales del Estado y/o de la Agencia de Educación Local o LEA, por sus siglas en inglés)*

**[Día, mes, año]**

Estimado(s) padre(s)/tutor(es) legal(es):

En Georgia, de acuerdo con la Ley *Cada estudiante tiene éxito* (ESSA, por sus siglas en inglés) del 2015, todas las escuelas públicas en el distrito escolar deben proporcionar una notificación oportuna a los padres cuando a los alumnos se les haya asignado o les haya enseñado durante cuatro (4) o más semanas consecutivas un maestro que no tiene certificación estatal correspondiente o no reúne los requisitos de licencia pedagógica (incluyendo los requisitos profesionales requeridos en el contrato aprobado individual de las escuelas denominadas *Strategic Waiver* en inglés) tanto en el/los nivel(es) del grado como en la/s asignatura(s) que enseña el maestro. *ESSA Sec. 1112 (e)(1)(B)(ii).*

1. Les comunicamos que el/la maestro/a de su hijo/a, Sr./Sra. **[*Insert Teacher’s Name*]** del grado o curso **[*Insert grade –if applicable - and course*]** no reúne los requisitos profesionales del estado ni del distrito escolar. La escuela **[*Insert name of LEA or school*]** está trabajando con este/a maestro/a para garantizar que se tomen las medidas necesarias para cumplir con estos requisitos.

**OR**

1. Les comunicamos que el/la maestro/a de su hijo/a, Sr./Sra. **[*Insert Teacher’s Name*]** del grado o curso **[*Insert grade –if applicable - and course*]** no reúne los requisitos profesionales del estado ni reúne los requisitos profesionales para brindarle servicios a su hijo/a en **[*Insert grade –if applicable - and course*]**. La escuela **[*Insert name of LEA or school*]** está trabajando con este/a maestro/a para garantizar que se tomen las medidas necesarias para cumplir con estos requisitos.

**OR**

1. Les comunicamos que el/la maestro/a de su hijo/a, Sr./Sra. **[*Insert Teacher’s Name*]** del grado o curso **[*Insert grade –if applicable - and course*]** no reúne los requisitos profesionales del estado ni del distrito escolar y no reúne los requisitos profesionales para brindarle servicios o asignar calificaciones a su hijo/a en **[*Insert grade –if applicable - and course*]**. La escuela **[*Insert name of LEA or school*]** está trabajando con este/a maestro/a para garantizar que se tomen las medidas necesarias para cumplir con estos requisitos.

**[*Insert Teacher’s Name*]** tiene **[*Insert name of degree the teacher earned and the college from which it was earned]*** y ha enseñado en una escuela pública local durante más de ***[insert number – if relevant*]** años.

Estaremos observando esta clase cuidadosamente para garantizar que los estudiantes logren sus metas académicos. Sin embargo, si tiene más preguntas o inquietudes sobre el/la maestro/a o el desarrollo educativo de su hijo/a, puede comunicarse conmigo al **[*Insert Telephone Number*]** o enviarme un correo electrónico al **[*Insert Email Address*].**

Atentamente y S.S.,

***[Insert signature]***

**[Insert printed name]**

**[Insert title]**