



**Professional Qualifications (PQ)/ESSA In-Field Month by Month Calendar
August 2024 – July 2025**

Training Dates	
Programmatic Dates	
Monthly Tasks	
Student Class In-Field Data Collection Deadlines	
August 2024	
8/30	Prepare for the August 30, 2024, Student Class Upload with Charter Waiver Codes (CHW) for primary teachers who are not certified in the grade level and subject assigned
8/13	Attend PQ & In-Field Portal Beginning of the Year Updates Webinar Register Here
8/1-8/30	Review teacher schedules and ensure teachers and paraprofessionals meet professional qualifications
	Review ESSA PQ & In-Field Implementation Guide, Quick Guides, Right to Know and 20 Day Notification resources on the Professional Qualifications Website
	Review the PQ established in the FY25 CLIP
	Meet with the PQ and In-Field team in your LEA to review the FY24 End of Year In-Field Portal Data <ul style="list-style-type: none"> Record coding errors, if applicable, to be corrected in the August 30, 2024, submission of Student Class Contact GaDOE with questions and concerns about the In-Field Data Request Technical Assistance from GaDOE, if applicable
	Provide ongoing communication between RESA GNETS and LEAs to ensure coding is correct in Student Class
	Review Data Collections Delivery Models for Student Class
	Communicate the Right to Know Notifications to parents within the first 30 days of school or upon enrollment (Must have Dissemination Date)
	Send home 20 Day Notifications for those students who have been assigned a teacher not meeting state licensure and/or PQ for a period of time of 4 or more consecutive weeks <ul style="list-style-type: none"> <u>20 Day Notifications are only sent one time for the student (They are not required to be sent again unless there is a change in the schedule with a new teacher and the teacher does not meet applicable state certification or licensure requirements (including professional qualifications))</u> <u>20 Day Notifications are not sent for substitutes, clearance certificates, or paraprofessionals</u> 20 Day Notification Sample
Review the PQ & In-Field Back to the Basics 101 recorded webinar	

September 2024	
9/17	Attend September In-Field Office Hours Webinar Register Here
9/30	Upload Student Class with CHW by September 30, 2024 (Superintendent's sign off is not required)
9/2 – 9/30	Communicate the Right to Know Notification to parents within the first 30 days of school or upon enrollment



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	Send home <i>20 Day Notifications</i> for those students who have been assigned a teacher not meeting state licensure and/or PQ for a period of 4 or more consecutive weeks
	Review teacher schedules and ensure teachers and paraprofessionals meet professional qualifications
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
	Review ESSA PQ & In-Field Implementation Guide, Quick Guides, Right to Know and 20 Day Notification resources on the Professional Qualifications Website
	Provide ongoing communication between RESA GNETS and LEAs to ensure coding is correct for CPI and Student Class
	Meet with the PQ and In-Field team in your LEA to review the September In-Field Portal Data <ul style="list-style-type: none"> Record coding errors, if applicable, to be corrected in next submission of Student Class Contact GaDOE with questions and concerns about the In-Field Data Request Technical Assistance from GaDOE, if applicable

October 2024	
10/1	Upload Student Class with CHW by October 1, 2024 (Superintendent's sign off is not required)
10/29	Attend In-Field Data Reports and Analysis Webinar Register Here
10/1-10/31	Communicate the Right to Know Notification to parents within the first 30 days of school or upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ requirements, if applicable
	Review teacher schedules and ensure teachers and paraprofessionals meet professional qualifications
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
	Meet with the PQ and In-Field team in your LEA to review the October In-Field Portal Data <ul style="list-style-type: none"> Record coding errors, if applicable, to be corrected in the submission of Student Class Contact GaDOE with questions and concerns about the In-Field Data Request Technical Assistance from GaDOE, if applicable
10/1	Cycle 1 CPI, FTE, and Student Class Date Collection Start Date
10/8	Cycle 1 CPI, FTE, and Student Class Initial Transmission Deadline
10/22	Cycle 1 CPI, FTE, and Student Class End Date

November 2024	
11/19	Attend In-Field Portal Updates from Cycle 1 Data Webinar Register Here
	Communicate the Right to Know Notification to parents upon enrollment



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11/1 – 11/29	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Review the Professional Qualifications Website for resources
	Meet with the PQ and In-Field team in your LEA to review the November In-Field Portal Data <ul style="list-style-type: none"> Record coding errors, if applicable, to be corrected in the next submission of Student Class Contact GaDOE with questions and concerns about the In-Field Data Request Technical Assistance from GaDOE, if applicable
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
	Review the In-Field System and School Reports on GaPSC.org
	Share In-Field Reports with Central Office and School Leadership

December 2024	
12/2	Upload Student Class with CHW and ACS in Student Record by December 2, 2024 (Superintendent’s sign off is not required)
12/1 – 12/31	Communicate the Right to Know Notification to parents upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Provide ongoing communication between RESA GNETS and LEAs to ensure coding is correct for CPI and Student Class

January 2025	
1/3	Upload Student Class with CHW by January 3, 2025 (Superintendent’s sign off is not required)
1/14	Attend PQ & In-Field January Open Office Hours Webinar Register Here
1/1 – 1/31	Communicate the Right to Know Notification to parents upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Review teacher schedules and ensure teachers and paraprofessionals meet professional qualifications
	Meet with the PQ and In-Field team in your LEA to review the December/January In-Field Portal Data <ul style="list-style-type: none"> Record coding errors, if applicable, to be corrected in the next submission of Student Class Contact GaDOE with questions and concerns about the In-Field Data Request Technical Assistance from GaDOE, if applicable
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
	Review the professional qualifications established in the FY26 CLIP
Provide ongoing communication between RESA GNETS and LEAs to ensure coding is correct for CPI and Student Class for second semester	



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February 2025	
2/3	Upload Student Class with CHW by February 3, 2025 (Superintendent's sign off is not required)
2/3 – 2/28	Communicate the Right to Know Notification to parents upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Provide ongoing communication with GNETS RESAs and LEAs to ensure coding is correct for CPI and Student Class
	Meet with the PQ and In-Field team in your LEA to review the February In-Field Portal Data <ul style="list-style-type: none"> • Record coding errors, if applicable, to be corrected in the submission of Student Class • Contact GaDOE with questions and concerns about the In-Field Data • Request Technical Assistance from GaDOE, if applicable
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
	Meet with Data Collections to prepare for Cycle 2 CPI and Student Class submission in March
	Review teacher schedules and ensure teachers and paraprofessionals meet professional qualifications

March 2025	
3/3	Upload Student Class with CHW by March 3, 2025 (Superintendent's sign off is not required)
3/18	Attend PQ & In-Field Portal March Open Office Hours Webinar Register Here
3/1 – 3/31	Communicate the Right to Know Notification to parents upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Meet with the PQ and In-Field team in your LEA to review the March/April In-Field Portal Data <ul style="list-style-type: none"> • Record coding errors to be corrected in the next Student Class Data Submission • Contact GaDOE with questions and concerns about the In-Field Data • Request Technical Assistance from GaDOE, if applicable
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
3/1 – 3/31	Meet with Data Collections to review Cycle 2 CPI and Student Class submission in March
3/6	Cycle 2 CPI, FTE, and Student Class Data Collection Start Date/Count Date
3/13	Cycle 2 CPI, FTE, and Student Class Initial Transmission Deadline
3/27	Cycle 2 CPI, FTE, and Student Class End Date



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April 2025	
4/22	Attend In-Field Portal Updates from Cycle II Data with Reports Webinar Register Here
4/1 – 4/30	Communicate the Right to Know Notification to parents upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Review teacher schedules and ensure teachers and paraprofessionals meet professional qualifications
	Meet with the PQ and In-Field team in your LEA to review the March/April In-Field Portal Data <ul style="list-style-type: none"> • Record coding errors to be corrected in the next Student Class Data Submission • Contact GaDOE with questions and concerns about the In-Field Data • Request Technical Assistance from GaDOE, if applicable
	Meet with Student Record team to ensure ACS coding is correct and is uploaded the last working day of the month
	Review the In-Field System and School Reports on GaPSC.org
Share In-Field Reports with Central Office and School Leadership	

May 2025	
5/1	Upload Student Class with CHW by May 1, 2025 (Superintendent's sign off is not required)
5/13	Attend PQ & In-Field May End of Year Open Office Hours Webinar Register Here
5/1 – 5/30	Communicate the Right to Know Notification to parents upon enrollment
	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Provide ongoing communication with GNETS RESAs and LEAs to ensure coding is correct for CPI and Student Class
	Meet with Data Collections to review Cycle 3 Student Class submission, if necessary
	Meet with PQ and In-Field team to identify the PQ in the CLIP for the FY25 school year
	Meet with the PQ and In-Field team in your LEA to review the May In-Field Portal Data <ul style="list-style-type: none"> • Record coding errors, if applicable, to be corrected in the next submission of Student Class • Contact GaDOE with questions and concerns about the In-Field Data • Request Technical Assistance from GaDOE, if applicable
5/14	Cycle 3 Student Class Start Date/
5/28	Cycle 3 Student Class Initial Transmission Data



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June 2025	
6/2 – 6/30	Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable
	Provide ongoing communication with GNETS RESAs and LEAs to ensure coding is correct for CPI and Student Class
	Meet with the PQ and In-Field team in your LEA to review the In-Field Portal End of the Year Data
	Review the In-Field System and School Reports on GaPSC.org
	Share In-Field Reports with Central Office and School Leadership
6/17	Cycle 3 Student Class End Date

July 2025	
7/1 – 7/31	Review teacher schedules to determine PQ needs for upcoming school year
	Meet with PQ and In-Field team to discuss additions/modifications to the previous year's PQ

*NOTE: This guide was developed to provide guidance to Professional Qualifications (PQ) contacts. It is important to remember that this document was not designed to be used as a checklist. Furthermore, the Open Office Hours sessions are optional.