

Special Education Leadership Development Academy (SELDA)

Special Education Certification

October 26, 2023
Title I, Part A



Presenters



Dr. Karen Cliett



Ginger Crosswhite

Agenda

1. Teachers' Impact on Student Achievement
2. The Reality of Teacher Retention
3. Professional Qualifications Requirements
4. Professional Qualifications Components
5. Certification Requirements
6. Data Analysis in the In-Field Portal with Work Sessions
7. GNETS as Partners
8. Required Notifications
9. Georgia Professional Standards Commission (GaPSC) and Georgia Department of Education (GaDOE) Resources

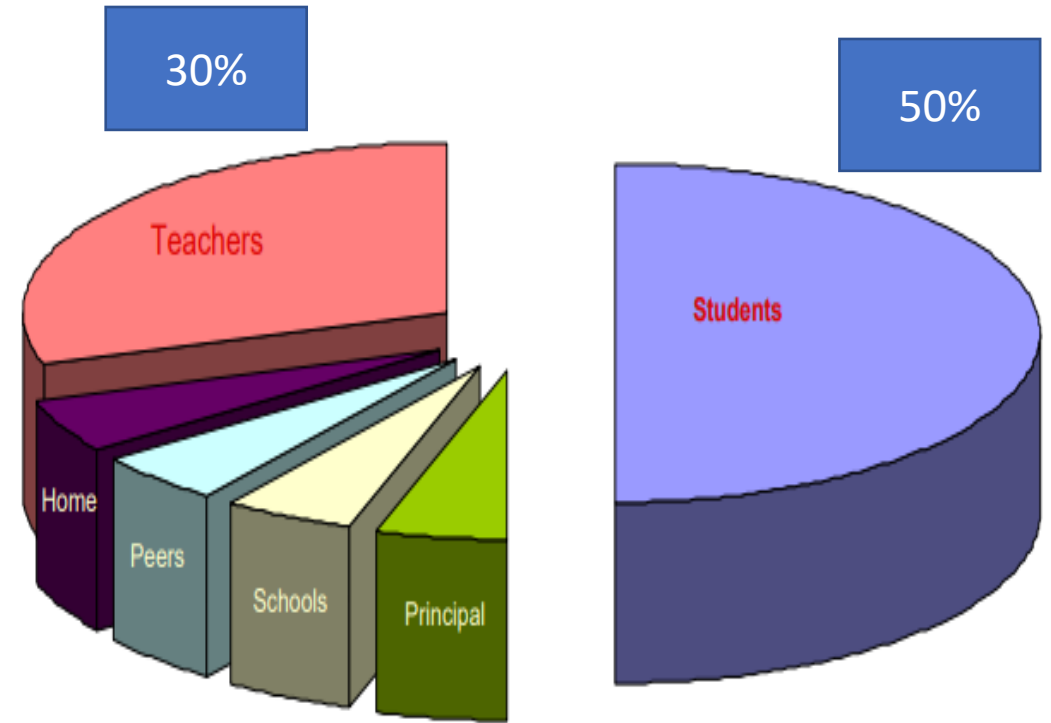


Acronyms/Initials

1. BT & IN4T – GaPSC Indication Teacher Certificates
2. CAPS – Certification/Curriculum Assignment Policies System
3. CFM – Cross Functional Monitoring
4. CHW – Charter Waiver Code
5. CLIP – Consolidated LEA Improvement Plan
6. CPI – Certified and Classified Personnel Information
7. CTAE – Career, Technical, and Agricultural Education
8. EIP – Early Intervention Program
9. ESOL – English Speaker of Other Languages
10. FTE – Full-Time Equivalent Student Count
11. GaDOE – Georgia Department of Education
12. GaPSC – Georgia Professional Standards Commission
13. GNETS – Georgia Network for Educational and Therapeutic Support
14. HR – Human Resources
15. IDEA – Individuals with Disability Act
16. IEP – Individualized Education Program or Program
17. LEA – Local Education Agency
18. O.C.G.A – Official Code of Georgia Annotated
19. OOF – Out of field
20. PQ – Professional Qualifications
21. SB59 – Senate Bill 59
22. S-CLIP – Streamline CLIP
23. SIS – Student Information System
24. SPED – Special Education
25. SWSS – Strategic Waiver School System
26. TA – Technical Assistance
27. WT – GaPSC Waiver Teacher Certificate

Ensuring Students Succeed

“The greatest source to make the difference is the teacher and it is what teachers know, do and care about that is very powerful to the equation of student achievement”. (Hattie, 2003)





The Reality



Teachers Leaving the Field of Education

“More than half (55%) of members say they are more likely to leave or retire from education sooner than planned because of the pandemic, almost double the number saying the same in July 2020.” (Walker, 2022)

More alarming is the 62% of Black and 59% of Hispanic/Latino teachers are looking at exiting. The statistics are alarming especially since these are already underrepresented in the teaching profession. (Walker, 2022)

Teachers at Title I schools turnover at rates:²
50% higher than other schools



70% higher in math and science





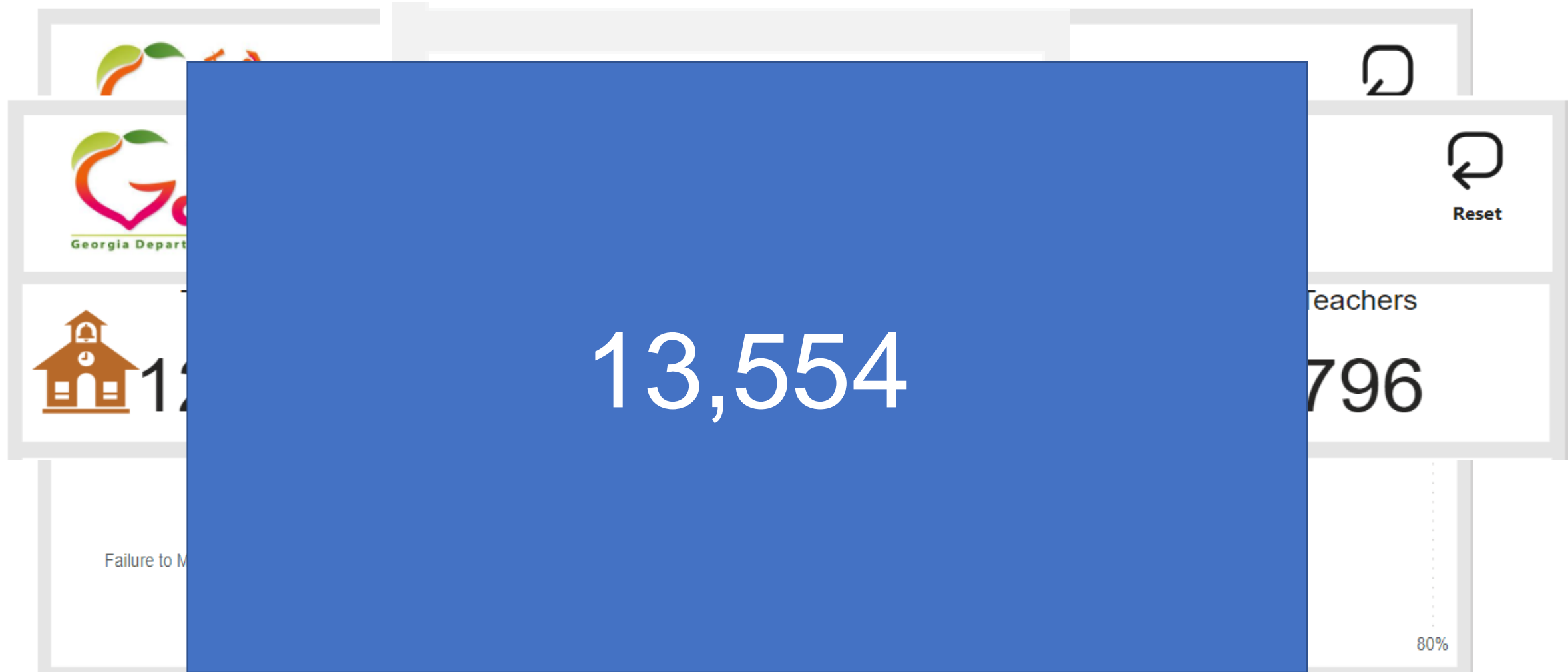
The Reality – Why?

Why do Teachers Leave the Profession



(Learning Policy Institute, n.d.)

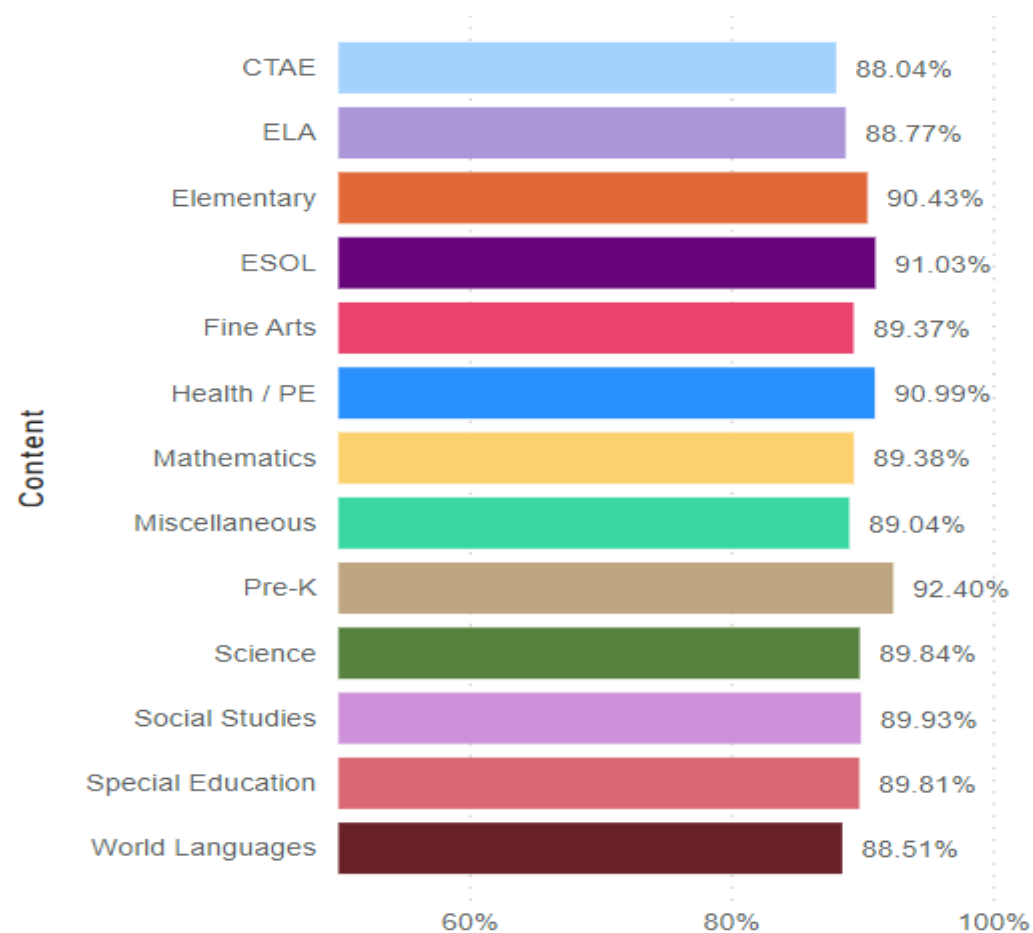
Georgia Retention



Georgia Teacher Retention



Georgia Retention by Content



Georgia Retention by Content - Trend

Content	2019	2020	2021	2022	2023
Special Education	91.86%	91.47%	92.75%	91.61%	89.81%

Retained within State



Georgia Special Education Retention

47,005

Retained within State

42,125



4,880

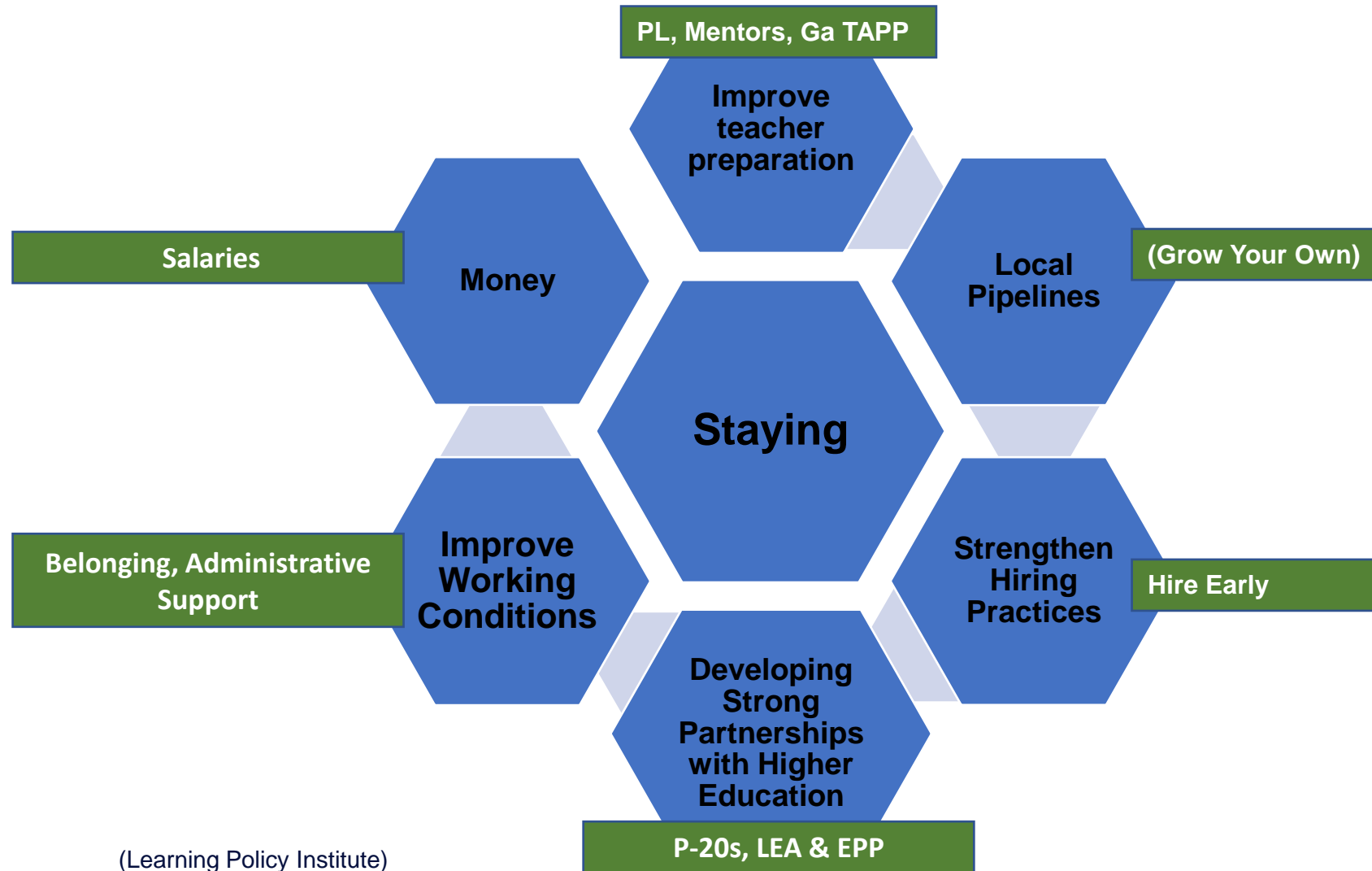
Leading Us Out of the Teacher Retention Crisis

Given that 20 to 30 percent of all new teachers nationwide leave the field entirely within the first five years of their career, alternative certification programs and schools need to prepare with two-year staff onboarding and induction programs. (Kini et al., 2016)

And

Once we hire them, we must keep them!

We are Slowing the Teacher Exodus in Georgia



(Learning Policy Institute)

Ensuring Students Succeed

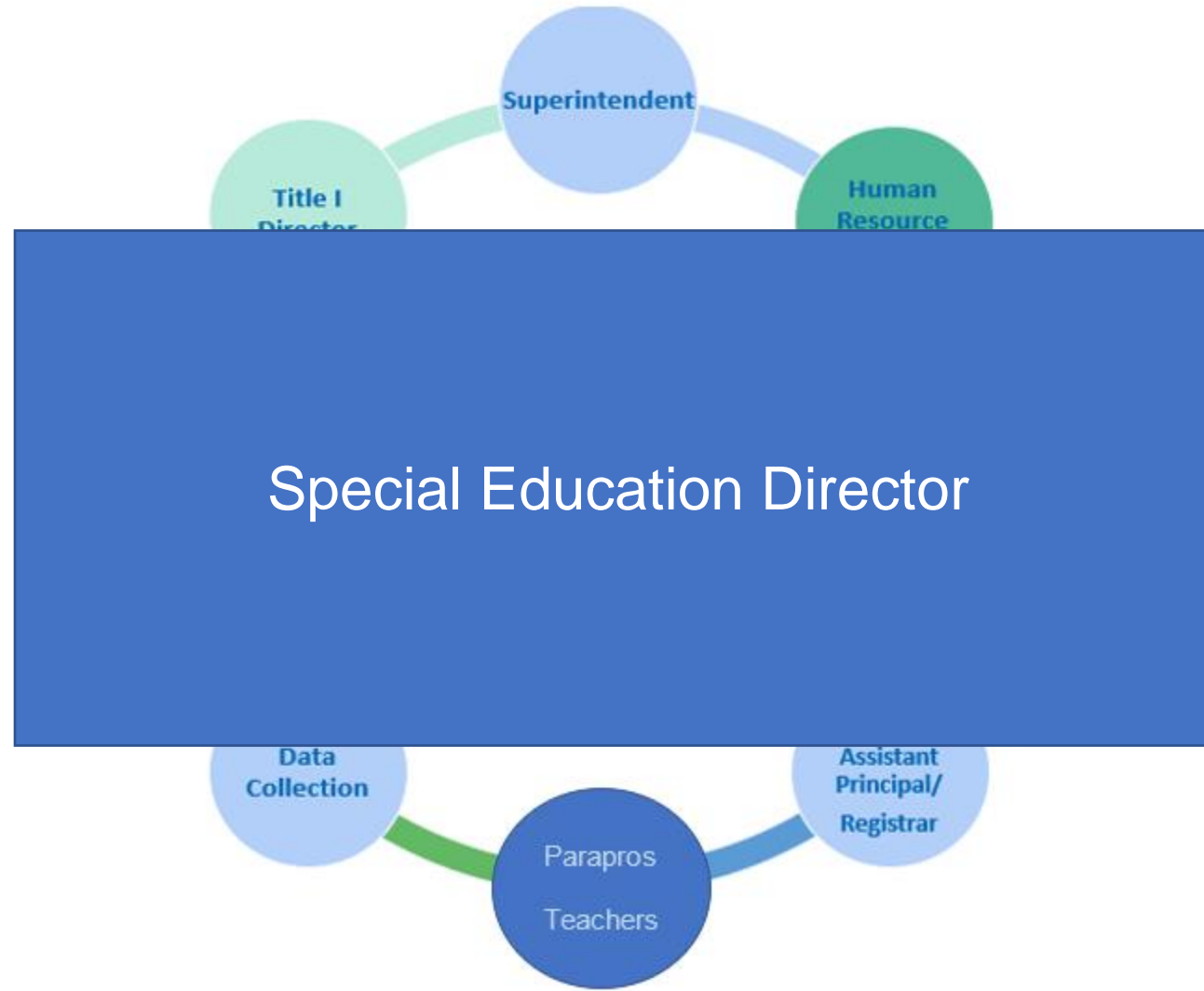
Good teaching is not an accident.

While some teachers are more naturally gifted than others, all effective teaching is the result of study, reflection, practice, and hard work.

A teacher can never know enough about how a student learns, what impedes the student's learning, and how the teacher's instruction can increase the student's learning.

(Mizell, 2009)

Key Stakeholders

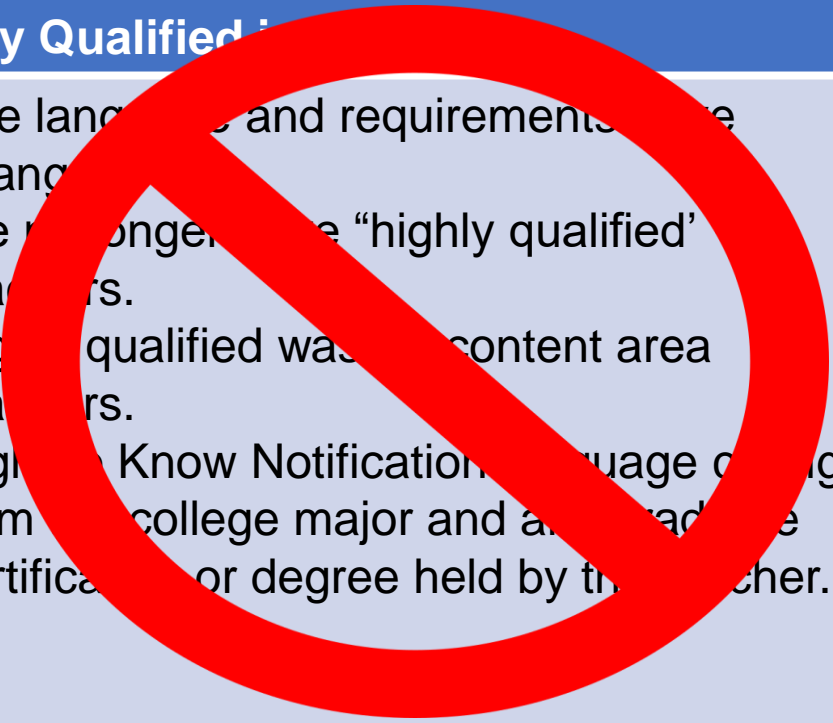




Professional Qualifications Requirements



Professional Qualifications ESSA's Language

Highly Qualified	Professionally Qualified is ESSA
 <ul style="list-style-type: none">• The language and requirements have changed.• We no longer use the “highly qualified” language.• Highly qualified was content area teachers.• Right to Know Notification language changed from college major and advanced degree certification or degree held by the teacher.	<ul style="list-style-type: none">• The language is now “professionally qualified”.• We now have teachers who meet professional qualifications.• Professional qualifications are for all teachers in every Local Education Agency (LEA), school and program.• Right to Know Notification language is teaching in the field of discipline of the certification of the teacher.

Please remove all “highly qualified” language from handbooks and other documents and update with “professionally qualified” language and requirements. Title I is responsible for PQ.

ESSA PQ & In-Field Requirements

Who is Establishing Requirements?

ESSA Federal Gov't	Monitoring and Reporting Requirements Paraprofessional Requirements
OCGA Georgia Gov't	GAPSC Requirements <ul style="list-style-type: none">• Clearance Certificate• Certification for Traditional LEAs• Georgia Flexibility for Charter and SWSS LEAs may waive laws/rules
SBOE Rules GaDOE	Special Education Teacher Requirements Early Intervention Program (EIP) Teachers must meet GaPSC certification (SB59) Certification Flexibility for Charter and SWSS
Charter and SWSS LEAs	Establish minimum professional qualifications for teachers for whom certification is waived

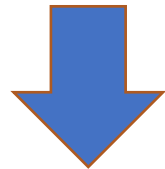


Professional Qualifications Components



Professionally Qualified Under ESSA/IDEA

Minimum professional qualification requirements set by Charter and SWSS LEAs
(Content Certification, if waived)



*O.C.G.A. § 20-2-2065
Georgia law allows charter and strategic waivers systems to waive state certification for most teachers.*

In-Field
Fully certified
Equivalent Credentials
SEA Requirements
(Special Education and EIP Service)



*O.C.G.A. § 20-2-984
Georgia law authorizes GaPSC to establish certification requirements.*

Minimum Professional Qualifications

Minimum professional qualification requirements set by Charter and SWSS LEAs
(Content Certification, if waived)



*O.C.G.A. § 20-2-2065
Georgia law allows charter and strategic waivers systems to waive state certification for most teachers.*

ESSA – Assurances

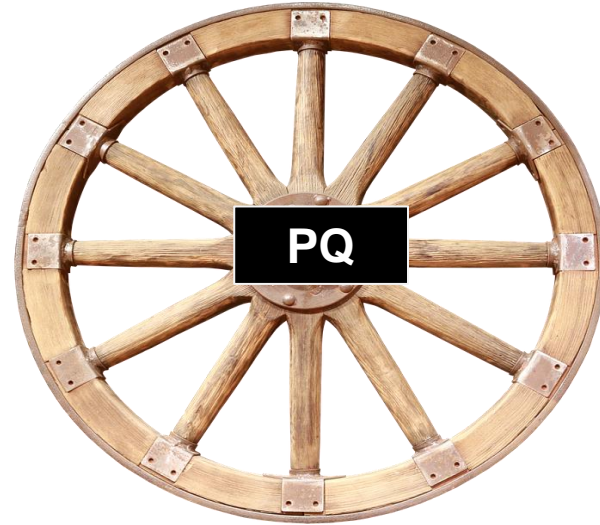
Sec. 1111(g)(2)(J), 1112(c)(6)

The state educational agency/local education agency will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Checked during Monitoring

LEA assures that the teachers meet their Minimum Professional Qualifications

Minimum PQ Established by the LEA



ESSA – Paraprofessionals

GADOE Rule – Sp Ed
Service and EIP Teachers

- **Required by ESSA**
- **Includes the minimum qualifications developed by LEAs for teachers who have waived certification**
- **Located and reviewed annually in the CLIP**
- **Revised at any time by the LEA by Superintendent request in the CLIP**
- **Monitored every four years in CFM**

PQ in the CLIP

1.

2.

3.

Charter and Strategic Waiver Districts MAY Waive Certification for Content for Special Education

Bachelor's degree and clearance certificate

Test Your Knowledge #1

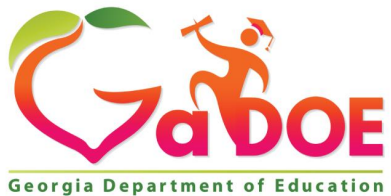
1. **Where would a Special Education Director find the district's professional qualifications?**
 1. In the School Improvement Plans
 2. On the Title I, Part A website
 3. In the In-Field Portal
 4. In the CLIP Application ←

Test Your Knowledge #2

2. How should LEAs update their professional qualifications?

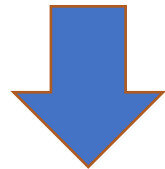
1. Once written, the Professional Qualification are in effect for an entire year.
2. Revise the professional qualifications and post them on the district's website.
3. The Superintendent should request the CLIP be reopened for the purpose of revising PQ. The LEA may then edit the requirements and resubmit the CLIP. ←
4. The PQ Coordinator should email the assigned GaDOE PQ & In-Field Staff asking for the CLIP to be reopened for the purpose of revising PQ.

In-Field



In-Field

In-Field
Fully Certified
Equivalent Credentials
SEA Requirements
**(Special Education and
EIP Service)**

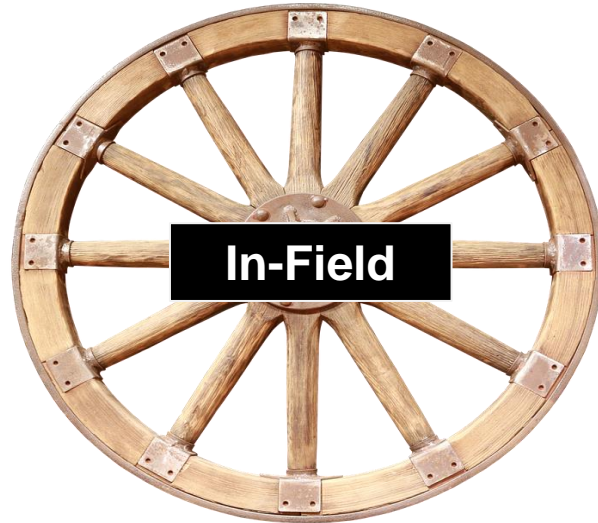


*O.C.G.A. § 20-2-984
Georgia law authorizes GaPSC to
establish certification
requirements.*

What is In-Field According to ESSA? ESSA Section 111(h)(1)(c)(ix)

To be “ESSA In-Field” a teacher must have certification or licensure in the subject and grade level band assigned OR meet GaPSC requirement CWD – Charter Waiver Codes: 1) degree in the subject area assigned, OR 2) coursework in subject area assigned – 21 semester/35 quarter hours, OR 3) a passing score on a content area test in the subject assigned.

In-Field Requirements



- Requirement of ESSA
- LEA Reports to GaDOE
- GaDOE Reports to USED
- Teacher must hold GaPSC certification in the subject and grade level band or have the equivalent credentials

Teachers Reported

All PK-12 teachers reported in Student Class including: GNETS, Contractors, Gifted, ESOL, Special Education & EIP

Standards Set for Reporting

All educators must hold a clearance certificate GaPSC Issued Induction/Professional Certification in Subject & Grade Level Assigned OR Certification Equivalent Reported in Student Class through Charter Waiver Codes 101, 102, 103, 105.

Required State Reporting – In-Field

State/LEA Report Card

The LEA Report Card shall include the professional qualifications of all Georgia educators (SEA, LEA and School level data), including information (that shall be presented in the aggregate and disaggregated by high poverty compared to low poverty schools) on the number and percentage of:

- Inexperienced teachers, principals, and other school leaders,
- Teachers teaching with emergency or provisional credentials, and
- Teachers who are not teaching in the subject or field for which the teacher is certified or licensed.

Annual State Report to USDE

The Annual State Report submitted to the Secretary of the United States Department of Education shall include information on the professional qualifications of teachers in the State, including information on the number and the percentage of the following teachers:

- Inexperienced teachers,
- Teachers who are not teaching in the subject or field for which the teacher is certified or licensed,
- Teachers who are teaching emergencies or provisional credentials, and
- Retention rates of effective and ineffective teachers, principals, or other school leaders.



Certification Requirements Not Waivable





Clearance Certificate

A clearance certificate is issued by the (GaPSC) after a criminal background check and passing the Ethics Exam. It is required for all educators employed in the LEA.

Paraprofessionals

The State of Georgia ensures that it has professional standards for all paraprofessionals working in any school, including qualifications that were in place on the day before the date of enactment of the Every Student Succeeds Act (ESSA).

In Georgia, a paraprofessional employed by a Georgia Local Unit of Administration (LUA), must meet one of the following requirements:

- **Degree:** *Hold an associate's degree or higher in any subject from a Georgia Professional Standards Commission (GaPSC) accepted accredited institution; or*
- **Coursework:** *Have completed two (2) years of college coursework (sixty [60] semester hours) at a GaPSC accepted accredited institution; or*
- **Content Area Test:** *Have passed the GACE Paraprofessional Assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or GED equivalent.*

Paraprofessionals must a certificate issued from GaPSC!

Special Education Service Requirements

Charter and SWSS LEAs cannot waive Special Education certification for service (Adapted or General). These teachers are providing service and are not issuing grades for content.



Special Education Service Certification

505-2-.110 SPECIAL EDUCATION GENERAL CURRICULUM

Educators certified in Special Education General Curriculum are in-field to provide educational services for students in grades P-12 with disabilities whose Individualized Education Program (IEP) indicates instruction using the general education curriculum and participation in the general statewide assessment in grades P-12.

505-2-.107 SPECIAL EDUCATION ADAPTED CURRICULUM

Educators certified in Special Education Adapted Curriculum are in-field to provide educational services for all students in grades P-12 with disabilities whose Individualized Education Program (IEP) indicates instruction in alternate content standards leading to participation in the Georgia Alternate Assessment (GAA).

Special Education Elementary Service Certification

505-2-.56 SPECIAL EDUCATION GENERAL CURRICULUM/EARLY CHILDHOOD EDUCATION

Educators certified in Special Education General Curriculum/Early Childhood Education are in-field to provide educational services for all students in grades P-5, special education preschool (ages 3-5) and cognitive level P-5, including those with disabilities whose Individualized Education Program (IEP) indicates instruction using the general education curriculum and participation in the general statewide assessment.



Special Education Service Requirements

The requirements for Special Education teachers that align with the student's IEP for service:

- A teacher providing instruction to a student being instructed using the general curriculum **without** a designated GAA flag in student record, must hold the Special Education General Curriculum (P-12).
- A teacher providing instruction to a student being instructed using alternate content standards **with** a designated GAA flag in student record, must have the Special Education Adapted Curriculum (P-12).
- A teacher providing instruction to special education students participating in the general curriculum and other students participating in the adapted curriculum at the same time, must have both certifications.
- A teacher with BD, LD, VI, Deaf Education, or Physical or Health Disability certification is in-field only when all students are receiving support in the disability area of certification.

Special Education Quick Guide



Georgia's Systems of Continuous Improvement Special Education Teacher Professional Qualifications/ESSA In-Field



Federal Professional Qualification Requirements - ESSA

ESSA requires SEAs and LEAs to ensure that teachers meet state certification requirements. *ESSA Sections 1111(g)(2)(J), 1112(c)(6)*

Traditional Georgia LEAs

Georgia law authorizes GaPSC to establish certification requirements. Special Education teachers **MUST** follow all GaPSC certification requirements and State Board of Education rules.

O.C.G.A. §§ 20-2-200, 20-2-984, GaPSC Rules

**Charter & Strategic Waiver LEAs
Special Education Teacher Does Not Issue Grades**

In compliance with Georgia State Board Rule, special education teachers who do **NOT** issue grades **MUST** hold GaPSC special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) **AND** **MUST** have a clearance certificate.

O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC Rules, SBOE Rules

**Charter & Strategic Waiver LEAs
Special Education Teacher Issues Grades**

In compliance with Georgia State Board Rule, special education teachers who issue grades **MUST** hold GaPSC special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) **AND** **MUST** hold content certification for the subject and grade level bands for which the teacher is assigned (K-5), (4-8), (6-12) in accordance with the LEA's PQ Requirements. **AND** **MUST** have a clearance certificate.

O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC Rules, SBOE Rules

Will PQ mandate specific service delivery models/personnel supports?

Alternative Placement
Co-Teaching
Consultation
Supportive Instruction
Collaboration
General Education

No. LEAs should determine Special Education service delivery models based on student needs, LEA staff capacity and LEA resources.

SPECIAL EDUCATION TEACHERS WHO HOLD A GaPSC ISSUED CERTIFICATE IN SPECIAL EDUCATION NOT SUPPORTED BY TEST OR COURSEWORK MAY NOT MEET GEORGIA ESSA PROFESSIONAL QUALIFICATION REQUIREMENTS.

WHO DO LEAS CALL WITH QUESTIONS ABOUT EDUCATOR QUALIFICATIONS?
OUT-OF-FIELD & PROFESSIONAL QUALIFICATIONS:
GaDOE Staff, professionalqualifications@doe.k12.ga.us

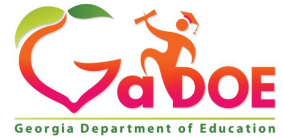
CERTIFICATION:
GaPSC Portal, mail@gapsc.com
SPECIAL EDUCATION:
GaDOE Special Education Staff, Assigned District Liaisons

CHARTER & STRATEGIC WAIVER QUESTIONS:
Policy Division Staff, lerste@gadoe.k12.ga.us

Georgia Department of Education
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ESSA In-Field Reporting
GaDOE will use GaPSC in-field rules to determine ESSA In-Field qualifications for special education teachers that align with each teacher's teaching assignment for special education and content. 'Out-of-Field' will be reported for the entirety of the school year using Certification Records, 2 CPI and 3 Student Class data collections cycles.

20 Day Notifications for Special Education Teachers
Does not issue grades – notifications must be disseminated if the teacher does not hold special education certification
Issues grades – notifications must be disseminated if the teacher does not hold special education certification and/or content certification in accordance with the LEA's Professional Qualification requirements.



Professional Qualification Requirements

All LEA educators must hold a clearance certificate (2011).

<p>Paraprofessionals ESSA Sec.1111(g)(2)(M); GaPSC Certification Rule 505-2-.18</p>	<ul style="list-style-type: none">• Federal Requirements• Certification or Equivalent: 2 Yr Degree, 60 Semester Hours, GACE Paraprofessional Test
<p>Sp. Ed. Teachers – Not Issuing Grades O.C.G.A. § 20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33</p>	<ul style="list-style-type: none">• GaPSC Sp. Ed. Certification Requirements
<p>Sp. Ed. Teachers – Issuing Grades O.C.G.A. § 20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33</p>	<ul style="list-style-type: none">• GaPSC Sp. Ed. Certification Requirements• Content: Certification or the Equivalent Based on LEA PQ Requirements
<p>Substitute Teachers O.C.G.A. § 20-2-216</p>	<ul style="list-style-type: none">• Hold GaPSC Certification or Best Candidate

Reflections

What have you learned?

Take 30 seconds and write down two things that you have learned or that was clarified for you this afternoon!

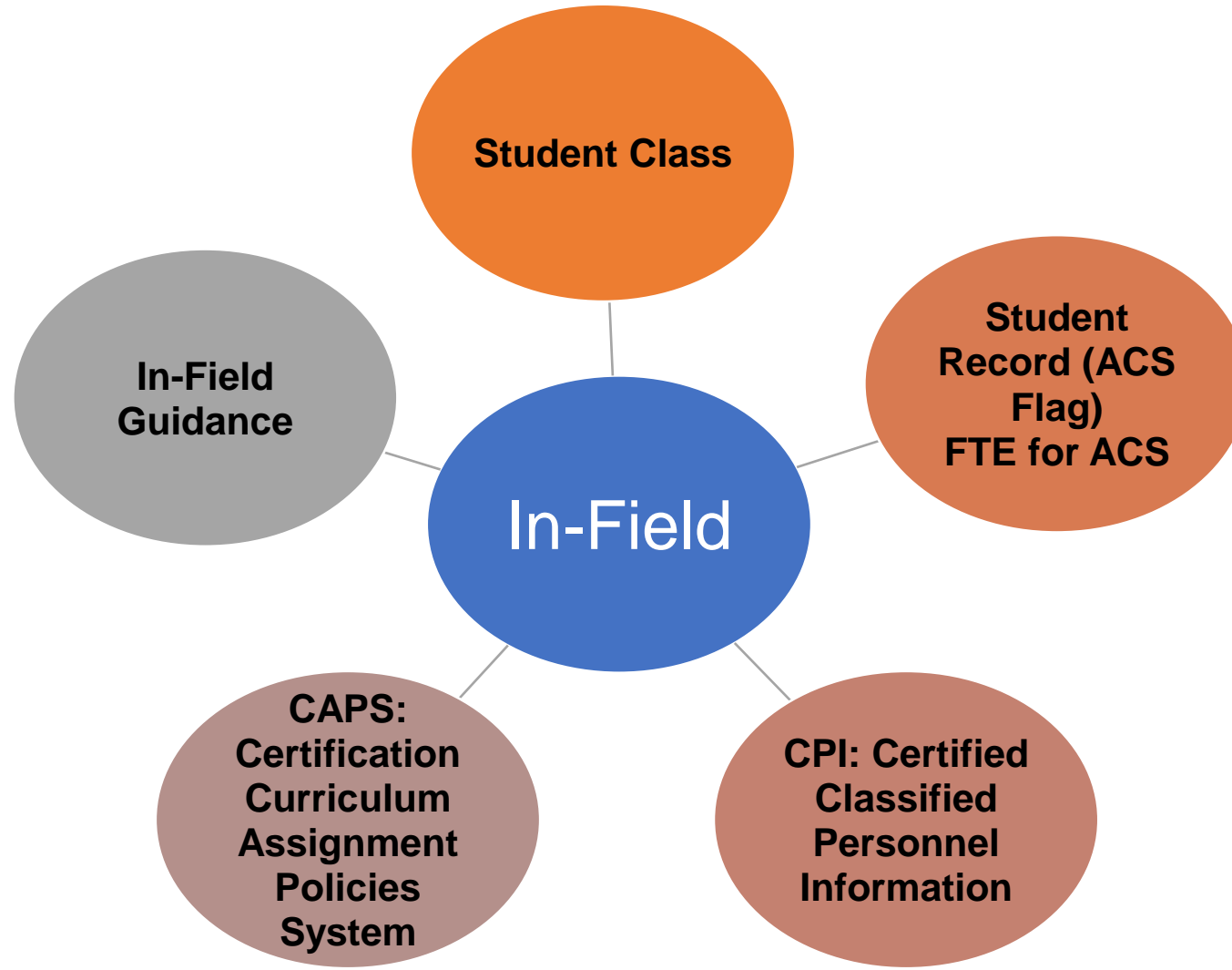




Data Analysis in the GaPSC In-Field Portal



Determining In-Field by Data



GaPSC In-Field Portal



Georgia Professional Standards Commission
Protecting Georgia's Higher Standard of Learning

Please Sign In



Due to budget and staff reductions...

- We no longer accept "walk-in" visitors.
- Our Call Center is closed on Tuesdays and Thursdays.

We can still help you!

- Use your [MyPSC](#) account to track the progress of your application and print your certificate.
- Our Call Center (800) 869-7775 is open from 8:00 am to 4:30 pm, Monday, Wednesday, and Friday except for state holidays.
- Email us at mail@gapsc.com

In-Field Portal

Username: [Forgot username?](#)
Password: [Forgot password?](#)

Sign In

In-Field Portal

Quick Lookup

SSN

Certification ID

Go

Certification Division Contact Information for HR and EPP Personnel

To contact the GaPSC by phone, HR and EPP personnel should call:

- 404-334-6462 – (inside the metro Atlanta area)
- 800-390-6698 – (outside the metro Atlanta area)

These numbers are available every weekday from 12:30 pm – 4:30 pm, excluding Tuesday's and holidays.

To contact the GaPSC by email, HR and EPP personnel should email certhelp@gapsc.com.

****Please remember not to share the above information with the general public.****

The answers to many certification questions may be found in the [Human Resource Personnel Quick Reference Guide](#).

CAPSLOOKUP

HIQ

In-field

In-field.NET

Employer Surveys

DataBank

GaDOE Reports



System and Building Level Reports



Home Change Password Reports Logout



In Field

[back to InField Lookup](#)

Report:

- Select Report--
- Parapro Report
- System Report
- Building Report
- BT IN4 Cert Years Report

Submit

InField Reports

[Invalid Course Report](#)



This page is best viewed using Internet Explorer v5.0 or

System Level Report – OOF Content

A	B	C	D	E	F	G	H	I	J	K	L	M	N
SchoolName	OutOfField Courses	d Content Courses	Math Courses	Science Courses	Social Science	English Language	d Fine Art Courses	d Foreign Language	PE/Health Courses	Pre-Kindergarten	CTATE/JROTC Courses	Total Educators	GaPSC Certified
System Wide	21%	20%	16%	21%	21%	19%	0%	19%	16%	3%	35%	1919	1620
School A	22%	22%	19%	20%	17%	12%	0%	25%	24%	N/A	37%	110	103
School B	44%	39%	40%	29%	21%	59%	0%	N/A	27%	N/A	N/A	54	30
School C	21%	8%	6%	10%	9%	7%	0%	0%	9%	N/A	N/A	85	80
School D	42%	36%	9%	23%	52%	55%	0%	0%	0%	N/A	N/A	61	38
School E	26%	28%	34%	16%	23%	27%	0%	N/A	35%	N/A	17%	82	58
School F	18%	17%	18%	25%	18%	5%	0%	0%	15%	N/A	50%	96	85
School G	8%	8%	8%	3%	9%	15%	0%	0%	3%	N/A	30%	106	100
School H	35%	32%	28%	24%	40%	36%	0%	15%	20%	N/A	41%	186	175
School I	20%	23%	18%	29%	24%	19%	0%	19%	41%	N/A	35%	194	181
School J	33%	7%	12%	6%	5%	13%	0%	0%	0%	N/A	0%	75	66
School K	23%	23%	21%	28%	31%	23%	0%	9%	9%	N/A	33%	224	213
School L	9%	8%	10%	0%	5%	16%	0%	0%	0%	0%	N/A	49	47
School M	12%	12%	14%	5%	5%	13%	0%	0%	4%	N/A	100%	90	85
School N	6%	9%	3%	4%	4%	5%	0%	0%	0%	0%	0%	125	123
School O	40%	42%	9%	0%	100%	36%	0%	40%	50%	N/A	100%	37	20
School P	58%	48%	38%	56%	79%	63%	0%	8%	4%	N/A	48%	128	66
School Q	60%	51%	43%	20%	53%	57%	0%	N/A	31%	N/A	N/A	58	23
School R	50%	47%	53%	46%	46%	58%	0%	N/A	0%	N/A	N/A	54	27
School T	18%	17%	11%	34%	18%	19%	0%	0%	6%	N/A	0%	105	100

System Level Report – OOF Service

A	B	C	D	E	F	G	H	I	J	K
SchoolName	OutOfField Courses	OutOfField Services	OutOfField Paraprofessional	OutOfField AP Services	OutOfField IB Services	OutOfField GAA Services	OutOfField SpEd Services	OutOfField EIP Services	OutOfField ESOL Services	OutOfField Gifted Services
System Wide	21%	17%	21%	14%	14%	23%	22%	4%	13%	19%
School A	22%	17%	25%	0%	N/A	7%	37%	N/A	0%	0%
School B	44%	38%	100%	N/A	N/A	N/A	47%	0%	N/A	0%
School C	21%	23%	15%	N/A	N/A	0%	13%	0%	0%	46%
School D	42%	44%	100%	N/A	N/A	100%	49%	N/A	0%	0%
School E	26%	15%	50%	N/A	N/A	38%	15%	20%	0%	0%
School F	18%	11%	29%	N/A	N/A	0%	14%	N/A	0%	13%
School G	8%	5%	13%	N/A	N/A	0%	4%	N/A	0%	21%
School H	35%	42%	22%	30%	N/A	48%	39%	N/A	12%	32%
School I	20%	13%	8%	5%	13%	0%	20%	N/A	8%	0%
School J	33%	48%	20%	N/A	N/A	25%	52%	N/A	0%	69%
School K	23%	18%	0%	17%	16%	11%	13%	N/A	8%	54%
School L	9%	6%	22%	N/A	N/A	12%	12%	3%	0%	0%
School M	12%	10%	29%	N/A	N/A	N/A	17%	0%	0%	7%
School N	6%	0%	0%	N/A	N/A	N/A	0%	0%	0%	0%
School O	40%	27%	67%	N/A	N/A	N/A	29%	N/A	0%	N/A
School P	58%	73%	71%	N/A	N/A	N/A	72%	N/A	100%	N/A
School Q	60%	70%	83%	N/A	N/A	100%	68%	82%	38%	N/A
School R	50%	38%	83%	N/A	N/A	N/A	58%	0%	N/A	N/A
School S	18%	15%	10%	N/A	N/A	25%	5%	N/A	22%	41%

Next Steps at the System Level

Next Steps/Task

Share data with stakeholders

Develop a plan with my team to review the reports and decide on next steps

Collaborate with Curriculum and CTAE and share the course percentages and review them with the team


Collaborate with HR about the paraprofessional status and see where we are on certificates

Make a list of schools over the system average and think about support


Collaborate with curriculum, ESOL, gifted, to brainstorm ways to support schools

Review the CLIP to see if this was in my needs analysis and how it fits into my CLIP and overall plan

Work Session 1



Step by Step Guide Finding In-Field Reports by System and Building



<p>Step 1: Access www.gapsc.org</p> <div><p>Username: <input type="text"/></p><p>Password: <input type="password"/></p><p>Forgot username or password?</p><p><input type="button" value="Sign In"/></p></div> <p>Type in your Username and Password to sign in</p>	<p>Step 4: Select a Report</p> <p>Report: <input type="text" value="--Select Report--"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>
<p>Step 2: Select In-Field.Net</p> <div><p><input type="button" value="In-field"/> <input checked="" type="button" value="In-field.NET"/> ★</p><p><input type="button" value="Old Equity Data"/> <input type="button" value="Equity Data"/></p></div>	<p>Step 5: Select System Level Report</p> <p>Report: <input type="text" value="System Report"/></p> <p><input type="button" value="Download Report"/></p> <p>Download the report and open the report to review the out-of-field courses (content and service) for all schools in the LEA</p>
<p>Step 3: Select Reports at the Top of the Page</p> <div><p><input type="button" value="Home"/> <input type="button" value="Change Password"/> <input checked="" type="button" value="Reports"/> ★ <input type="button" value="Logout"/></p></div>	<p>Step 6: Select Building Level Report, Select School, Select Submit</p> <p>Report: <input type="text" value="Building Report"/></p> <p>Select Building: <input type="text" value="-- All Schools --"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p> <p>Download the report to review the percentage of out-of-field courses for content and service for a specific school</p>

Georgia Department of Education
July 1, 2022

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Work Session 1

Use your task card and complete Work Session 1
You will have 7 minutes to complete the task card for Work Session 1
Please let us know if you have questions.

7:00



Supporting Schools with Professional Qualifications



Building Level Report – OOF Content

A	B	C	D	E	F	G	H	I	J	K	L	M
PersonID	Teacher Name	OutOfField Courses	OutOfField Content Courses	OutOfField Math Courses	OutOfField Science Courses	Social Science Courses	English Language Arts Courses	OutOfField Fine Art Courses	Foreign Language Courses	OutOfField PE/Health Courses	Pre-Kindergarten Courses	OutOfField CTATE/JRO TC Courses
0	Schoolwide	29%	29%	32%	32%	42%	25%	0%	19%	9%	N/A	32%
1	No Name	23%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A
2	Teacher 1	67%	0%	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	Teacher 2	14%	0%	N/A	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A
4	Teacher 3	14%	0%	N/A	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A
5	Teacher 4	0%	0%	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	Teacher 5	75%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Teacher 6	50%	40%	100%	N/A	N/A	N/A	N/A	100%	N/A	N/A	0%
8	Teacher 7	33%	0%	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A
9	Teacher 8	0%	0%	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	Teacher 9	0%	0%	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A
11	Teacher 10	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Teacher 11	0%	0%	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A	N/A
13	Teacher 12	0%	0%	N/A	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A
14	Teacher 13	0%	0%	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Teacher 14	0%	0%	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	Teacher 15	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17	Teacher 16	0%	0%	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A
18	Teacher 17	0%	0%	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Teacher 18	14%	0%	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A
20	Teacher 19	83%	83%	N/A	N/A	100%	N/A	N/A	N/A	N/A	N/A	0%
21	Teacher 20	0%	0%	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Teacher 21	50%	0%	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A
23	Teacher 22	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	Teacher 23	0%	0%	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A	N/A
25	Teacher 24	0%	0%	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	N/A
26	Teacher 25	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100%

Building Level Report – OOF Service

A	B	C	D	E	F	G	H	I	J	K
PersonID	Teacher Name	Services Courses	Paraprofessional Courses	OutOfField AP Services	OutOfField IB Services	ACS Services	SpEd Services	OutOfField EIP Services	ESOL Services	Gifted Services
0	Schoolwide	21%	6%	0%	N/A	4%	34%	N/A	25%	0%
1	No Name	21%	N/A	0%	N/A	4%	34%	N/A	25%	0%
2	Teacher 1	67%	N/A	N/A	N/A	N/A	100%	N/A	N/A	0%
3	Teacher 2	20%	N/A	N/A	N/A	N/A	25%	N/A	0%	N/A
4	Teacher 3	33%	0%	N/A	N/A	N/A	0%	N/A	50%	N/A
5	Teacher 4	0%	N/A	0%	N/A	N/A	N/A	N/A	N/A	0%
6	Teacher 5	75%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0%
7	Paraprofessional A	100%	100%	N/A	N/A	N/A	100%	N/A	N/A	N/A
8	Teacher 7	50%	N/A	N/A	N/A	N/A	100%	N/A	N/A	0%
9	Teacher 8	0%	N/A	N/A	N/A	N/A	0%	N/A	N/A	0%
10	Teacher 9	100%	N/A	N/A	N/A	N/A	100%	N/A	N/A	N/A
11	Teacher 10	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Teacher 11	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Teacher 12	33%	N/A	N/A	N/A	N/A	50%	N/A	N/A	0%
14	Teacher 13	0%	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A
15	Teacher 14	0%	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A
16	Teacher 15	100%	N/A	N/A	N/A	N/A	100%	N/A	N/A	N/A
17	Teacher 16	100%	N/A	N/A	N/A	100%	N/A	N/A	N/A	N/A
18	Teacher 17	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Teacher 18	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20	Teacher 19	100%	N/A	N/A	N/A	100%	N/A	N/A	N/A	N/A
21	Teacher 20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Teacher 21	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Teacher 22	0%	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A
24	Teacher 23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25	Teacher 24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	Teacher 25	0%	0%	N/A	N/A	N/A	0%	N/A	N/A	N/A

Next Steps at the School Level

Next Steps/Task

Meet with my team to develop a plan on how to review the school data and how to provide this information to stakeholders

Meet with HR to review specific teacher certifications that are out-of-field

Team meet with building level principals to see what supports are needed for the teachers who are out-of-field

Work Session 2

Use your task card and complete Work Session 2

You will have 5 minutes to complete the task card for Work Session 2

Please let us know if you have questions.

5:00

Finding Individual by Cert ID

Find an educator

Please enter the candidate's Social Security Number **OR** Certification ID: Or Search by entering Last and first name:

SSN **OR** First name **AND**
Certification ID ← Last name

CAPS Subject Area
Mathematics

Note : Selecting Subject Area will return short list of records. In order to expand the search, clear the Subject Area.

Search by following filter criteria:

School Buildings
-- All Schools --

Content Status
Out-of-field

Service Status
All

Drag a column header and drop it here to group by that column

SSN	Cert ID	Primary Teacher ↑	In Field Course	Grade Range	Students	Content Status	Service Status	EIP	ESOL	Gifted	AP	IB	SPED	GAA
-----	---------	----------------------	-----------------	-------------	----------	----------------	----------------	-----	------	--------	----	----	------	-----

Finding Individual Teachers by Cert ID

Drag a column header and drop it here to group by that column

SSN	Cert ID	Primary Teacher	In Field Course	Grade Range	Students	Content Status	Service Status	EIP	ESOL	Gifted	AP	IB	SPED	GAA
			Advanced Placement United States History (ma	10 - 12	129	In-Field	Out-of-Field				129			
			Advanced Placement Psychology - (45.01600)	9 - 12	90	In-Field	Out-of-Field				90			
			Advanced Placement English Literature and Con	10 - 12	79	In-Field	In-Field				79			
			Advanced Placement Microeconomics (may subs	9 - 12	77	In-Field	In-Field				77			
			Advanced Placement Biology (Grades 9-12) May	9 - 12	74	In-Field	Out-of-Field				74			
			Advanced Placement Chemistry - (40.05300)	9 - 12	74	In-Field	Out-of-Field				74			
			Advanced Placement Calculus BC - (37.07200)	10 - 12	65	In-Field	In-Field				65			

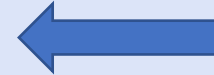
Sorted desc

Page size: 10

359 items in 36 pages

Course Detail Page

Content Certificate Fields/Endorsements Needed



The educator could meet content In-field requirements for the following courses if he/she holds appropriate certification in any fields or endorsements appropriate for the course.

Tests Passed

The educator has passed the following tests (or received equivalent credit):

Code	Title	Date
CRTP44	GACE Program Admission Assessment	12/01/2020
ETHCSX	Educator Ethics - Program Exit	05/12/2020
GPRO37	Mid. Grades Lang Arts (Passed-Professional)	04/08/2022

Type	Field Description	First Issue Date	Current Issue Date	Begin Valid Date	End Valid Date
C	CLEARANCE CERTIFICATE [FLD694]	10/13/2022	10/13/2022	7/1/2022	6/30/2027
IST	MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]	5/24/2022	5/24/2022	5/13/2022	6/30/2027

SpEd Services

Program Area	Service Model	Student Count
SpEd	Direct Service: Co-Teaching (5)	38

Identify Needs – Teacher 16

Certificates Held

The educator holds certification in the following fields (expired fields are displayed as ~~strickethrough~~ - if all fields are expired, the certificate is expired):

Type	Field Description	First Issue Date	Current Issue Date	Begin Valid Date	End Valid Date
C	CLEARANCE CERTIFICATE [FLD694]	8/17/2015	6/22/2018	7/1/2018	6/30/2023
PRT	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798] ★	6/22/2018	6/22/2018	7/1/2018	6/30/2023
PRT	SP ED MATH COGNITIVE LEVEL (P-5, 4-8) [FLD911]	6/22/2018	6/22/2018	7/1/2018	6/30/2023
PRT	SP ED SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD921]	6/22/2018	6/22/2018	7/1/2018	6/30/2023
€	CLEARANCE CERTIFICATE [FLD694]	8/17/2015	8/17/2015	7/1/2015	6/30/2020
*I1T	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	6/15/2015	6/15/2015	4/14/2015	6/30/2020
IN1T	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	8/17/2015	8/17/2015	7/1/2015	6/30/2018

Two students being instructed on the Alternate Content Standards
Teacher Must have Special Education Adapted Curriculum Certification

Identify Needs – Teacher 15

Course: World Literature and Composition - (23.06300)

Overall Status: Out-of-field

Grade(s): 9 - 10

Waiver:

Class size: 12

Certificates Held

The educator holds certification in the following fields (expired fields are displayed as ~~struckthrough~~ - if all fields are expired, the certificate is expired):

Type	Field Description	First Issue Date	Current Issue Date	Begin Valid Date	End Valid Date
C	CLEARANCE CERTIFICATE [FLD694]	1/21/2015	2/13/2020	7/1/2020	6/30/2025
SRT	COACHING ENDORSEMENT [FLD980]	7/11/2018	2/13/2020	7/1/2020	6/30/2025
SRT	DRAMATIC WRITING MICRO-ENDORSEMENT [FLD350]	8/6/2019	2/13/2020	7/1/2020	6/30/2025
SRT	ENGLISH (6-12) [FLD730]	6/2/2000	2/13/2020	7/1/2020	6/30/2025
SRT	GIFTED IN-FIELD [FLD881]	11/8/2012	2/13/2020	7/1/2020	6/30/2025
SRS	TEACHER SUPPORT AND COACHING ENDORSEMENT [FLD714]	7/11/2018	2/13/2020	7/1/2020	6/30/2025

Work Session 3

Use your task card and complete Work Session 3

You will have 5 minutes to complete the task card for Work Session 3

Please let us know if you have questions.

5:00



Working with GNETS



PQ & In-Field for GNETS

A GNETS with RESA Fiscal Agent



SPECIAL EDUCATION TEACHERS FOR SERVICE

Special education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.

SPECIAL EDUCATION TEACHERS ISSUING GRADES IN CONTENT AREA COURSES

Teachers issuing grades must hold content certification in the corresponding content areas and grade level bands and a clearance certificate.

GaDOE Board Rule

A GNETS with LEA Fiscal Agent



SPECIAL EDUCATION TEACHERS FOR SERVICE

Special education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.

SPECIAL EDUCATION TEACHERS ISSUING GRADES IN CONTENT AREA COURSES

Teachers issuing grades must meet the professional qualifications of the district responsible for hiring and have a clearance certificate.

GaDOE Board Rule

Fiscal Agent GNETS Quick Guide



FISCAL AGENT GNETS QUICK GUIDE



- Fiscal Agents, GNETS, and LEAs are **jointly** responsible for:
1. Hiring and evaluating teachers and paraprofessionals,
 2. Ensuring teachers and paraprofessionals have the appropriate credentials,
 3. Reporting teachers and paraprofessionals in CPI,
 4. Ensuring coding in CPI is accurate,
 5. Communicating Right to Know Notifications,
 6. Providing 20 Day Notifications, and
 7. Collaborating to ensure all coding in Student Class is accurate for the students in the GNETS Program.

Student
Data

O.C.G.A. §20-2-211.1, GaPSC Rules





Required Notifications



Required Notifications

Parent’s Right to Know Notification ESSA Sec. 1112€(1)(A)	20 Day Notification ESSA Sec. 1112€(1)(B)(ii)
<p>The Right to Know Notification informs parents that they have the Right to Know and request the Professional Qualifications of their child’s teachers and paraprofessionals.</p> <ul style="list-style-type: none"> • In Georgia, notification requirements apply to all LEAs and schools/programs within each LEA. • LEAs must notify all parents annually at the start of school (within 30 calendar days of the start of school) or upon enrollment. • LEAs must use the language of the law. • LEAs must maintain records of the notifications. 	<p>The 20 Day Notification informs parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state 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 area in which the teacher has been assigned.</p> <ul style="list-style-type: none"> • In Georgia, notification requirements apply to all teachers in all LEAs and schools/programs within each LEA and must be sent within 10 business days following the four consecutive weeks. • 20 Day Notifications are not required for substitutes and paraprofessionals.



Right to Know Notification

Right to Know is the notification disseminated to parents informing them that they have the right to know the professional qualifications of the teachers and paraprofessionals who serve their child(ren).

The notifications should be disseminated within the first 30 days of school or enrollment.

Notifications are required to use the language of the law.

Right to Know Notifications are disseminated to all parents.

Right to Know Notification

Requirements for Content

- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
 - For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is undated, records may also include supplemental documentation that contains the month/year of notification dissemination.
 - For verification purposes, the name of the LEA and/ or school must be included.
- LEAs notifications MUST use the **language of the law**.
- In Georgia, LEAs are required to notify parents in all LEA schools or programs.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the above requirements.

Right to Know Notification Samples

SAMPLE - Right to Know Notification

Guidance for Preparing Notification Required Under ESSA Sec. 1112: Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act of 2015, all LEAs are required to notify parents at the beginning of each school year of their "Right to Know" the professional qualifications of the student's classroom teachers and paraprofessionals.

Requirements for Content of the Notification

- LEAs' notifications MUST use the language of the law.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
 - For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is undated, records may also include supplemental documentation that contains the month/year of notification dissemination.
- For verification purposes, the name of the LEA and/or school must be included.
- In Georgia, LEAs are required to notify parents.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the above requirements.

Best Practices for the Notification

ESSA does not prescribe the exact method of disseminating information. The following are considered best practices when notifying parents.

- Develop written procedures for compliance with the law.
- Develop written procedures for compliance with the law, including a process for verifying notification content, maintaining notification documentation.
- Notify parents in multiple formats in order to ensure that all parents receive the information. This may include, but is not limited to, email, phone, in-person, inclusion in a newsletter or brochure, postcard, or other means.
- Notify parents, to the extent practicable, in a language they understand.
- Ensure the notification includes a point of contact for parents.

SAMPLE Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

[Put on LEA or School Letterhead]

Date: [Insert Month/Day/Year]

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the [Insert LEA or school name] would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the [Insert Title of Principal or LEA Designee], at [Insert phone number].

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Principal/ LEA Designee Title]



20 Day Notification



20 Day Notification

A 20 Day Notification is required when a student has been **assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable GaPSC ‘in-field’ State certification or professional qualification requirements** (in alignment with the approved Charter/SWSS application and CLIP) requirements at the grade level(s) and/or subject area(s) in which the teacher has been assigned.

LEAs are required to disseminate 20 Day Notification for Special Education service teachers who **do not** have certification in alignment with the student’s IEP and EIP teachers if they have been assigned or taught for four or more consecutive weeks.

20 Day Notifications are not disseminated to all parents. They are only disseminated to the parents of students who meet the 20 Day Notification criteria.

Notifications must go home within 10 business days following the 20 Days.

20 Day Notification Are Not Required for clearance certificates, paraprofessionals, and substitutes.

20 Day Notification

Requirements for Notification

In Georgia, notifications must occur within 10 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
 - 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 notifications that meet the above requirements.

20 Day Notification Samples

SAMPLE - 20 Day Parent Notification

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 LEA professional qualifications)

In Georgia, in accordance with the Every Student Succeeds Act of 2015, all LEA 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 10 business days following the four consecutive weeks.

Requirements for Content of the 20 Day Parent Notification

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

- **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(s) and subject area(s) in which the teacher has been assigned.
- **Charter/ Strategic Waiver LEAs:** 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 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)

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)

[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)

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 in order 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]

20 Day Notification Sample **UPDATED**

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!

1. Content Teacher of Record

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

2. Service –ESOL, Gifted, EIP, and Sp. Ed

2. 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

3. Both Content and Service

3. 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.

20 Day Notification Decision Guide



Georgia's Systems of Continuous Improvement
20 Day Notification Decision Guide



Federal Requirement – 20 Day Notification

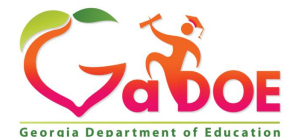
20 Day Notification of Professional Qualifications

- In Georgia, notification requirements apply to all teachers in all LEAs and schools/ programs within each LEA.
- LEAs must notify parents if a teacher has not met subject or grade level requirements for professional qualifications in compliance with state law for more than four consecutive weeks. In Georgia, this means either GaPSC certification requirements, or, if certification is waived under the Official Code of Georgia 20-2-80, 20-2- 2065 or State Board Rules 160-5-1-.33, 160-4-9-.07, the minimum qualifications established by each LEA.
- In Georgia, this notification must be made within 10 business days following the four consecutive weeks. See the [ESSA PQ & In-Field Implementation Guide](#) for best practices or contact GaDOE Staff.

LEAs are not required to send 20 Day Notifications for paraprofessionals and substitutes.

Special Education teachers for service and EIP teachers who **DO NOT Meet** State Certification Requirements
20 Day Notifications must be sent.

LEA Professional Qualification Requirements
20 Day Notification of PQ must be sent.



Required Notifications

Right to Know Notification

- Purpose: To allow parents to have enough information to make informed decisions when determining how to support their student's academic success.
- Timing: First 30 Days of School
- Required by Law
- Disseminate by District or by School (District Decides)
- Format is flexible (Email, Website, Handbook, Letter); Multiple methods encouraged
- Content is mandated (found on GaDOE website in English and Spanish)
- Be sure to fully respond to requests

20 Day Notification

- Purpose: To notify parents when teachers do not have required credentials so that they have enough information to make informed decisions when determining how to support their student's academic success.
- Timing: Immediately following 20 Days (4 weeks) of being taught by a teacher without required credentials.
- Required by Law
- Disseminate by District or by School (District Decides); Only goes to students in the class where teacher does not have required credentials
- Format is flexible (Email, Letter)
- Content is mandated (found on GaDOE website in English and Spanish)


Test Your Knowledge #3

4. Which is not true about Right to Know and 20 Day Notifications?

1. They both are required by law.
2. Both notifications are sent to all parents. ←
3. The content is very specific for both notifications.
4. LEAs should respond to requests concerning the notifications in a timely manner.

Test Your Knowledge #4

5. Which of the following statement is not true about Right to Know and 20 Day Notifications?

1. Right to Know Notifications inform parents of their right to know the professional qualifications of their child(ren)'s teachers and paraprofessionals.
2. 20 Day Notifications are only sent to the parents of a child who has been assigned or taught for 4 or more consecutive weeks by a teacher that does not meet professional qualifications.
3. The teacher's name, grade level/course must be included in the 20 Day Notification.
4. It is required that LEAs use the Right to Know and 20 Day Notification sample templates on the GaDOE website. 



GaPSC Resources



CAPS

CAPS (Certification/Curriculum Assignment Policies System) is a web-based, “In-Field Assignments” resource created by the Georgia Professional Standards Commission.

This resource aligns courses from the Georgia state-approved curriculum with the Georgia certificate(s) which are in-field to teach that course. The system allows a user to find a course and its appropriate certificates using four different search criteria: by choosing a subject area, entering a course number, entering an exact title or partial title, and/or choosing a grade level.

CAPS – www.gapsc.com

Search Certification Assignment

Subject Area:

Grade Level:

Course Number:

Course Title Keyword:

Certification Field:

Course #	Course Title	Phrase/Certificates
23.00100	Language Arts/Grade K	BIRTH THROUGH FIVE ENDORSEMENT
		BIRTH THROUGH KINDERGARTEN
		ELEMENTARY EDUCATION (P-5)
		SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5)
		SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8)
		SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8, 6-12)
		SPECIAL EDUCATION GENERAL CURRICULUM / ELEMENTARY EDUCATION (P-5)

CAPS Task

Course #	Course Title	Phrase/Certificates	Effective date	Expired date
23.00110	Reading/Grade K	BIRTH THROUGH FIVE ENDORSEMENT		
		BIRTH THROUGH KINDERGARTEN		
		ELEMENTARY EDUCATION (P-5)	2014-07-01	
		READING (P-12)	2014-07-01	
		READING ENDORSEMENT		
		READING ENDORSEMENT (ECE)	2014-07-01	
		READING ENDORSEMENT (P-12)		
		SP ED READING COGNITIVE LEVEL (P-5)		
		SP ED READING COGNITIVE LEVEL (P-5, 4-8)	2017-08-25	
		SP ED READING COGNITIVE LEVEL (P-5, 4-8, 6-12)	2017-08-25	
		SPECIAL EDUCATION GENERAL CURRICULUM / ELEMENTARY EDUCATION (P-5)	2014-07-01	

Special Education Directors Sharing

Big Take Aways

Special Education Directors



What Questions Do You Have?

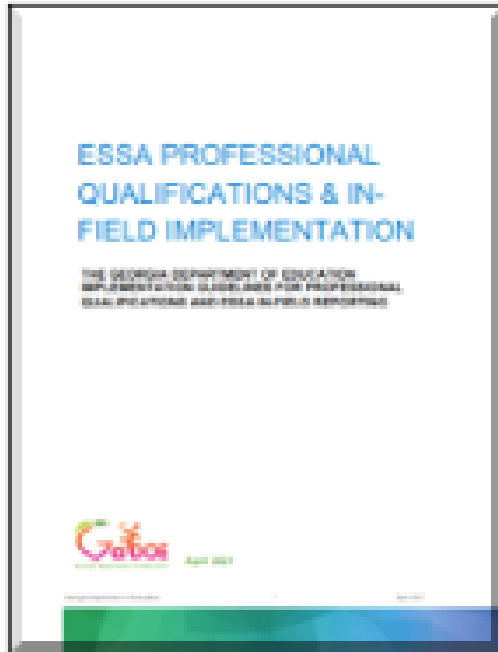




GaDOE PQ & In-Field Resources



PQ & In-Field Resources



Implementation Guide



Monthly Calendar

In-Field Portal

The Georgia Department of Education partners with the Georgia Professional Standards Commission to operate and maintain the in-field portal which identifies teachers who are in-field or out of field.



In-Field Navigation Guides

Finding a Teacher In-Field Using Certification ID

Finding Out-of-Field Courses by Content or Service

Finding in-Field Reports by System and Building

Navigation Guides

Resources

PQ & ESSA In-Field Reporting

Special Education	Cross Functional Monitoring
PQ ESSA Fiscal Agent GNETS	Indicator 7 CFM Document
PQ ESSA In-Field Special Education Guide	Indicator 7 CFM Fact Sheet

Georgia Department of Education
July 1, 2022

Technical Assistance

Topics

- Professional Qualifications Requirements
- In-Field Requirements
- In-Field Reports
- In-Field Coding
- Using In-Field Data to Support Teachers who are out-of-field

Participants

- District Level Administrators
- Principal
- Assistant Principals
- School Leadership Teams

Technical assistance is available! We are here to support you!

Give us your Feedback!



<https://forms.office.com/r/gGGXqwYwHs?origin=IprLink>

Contact Information

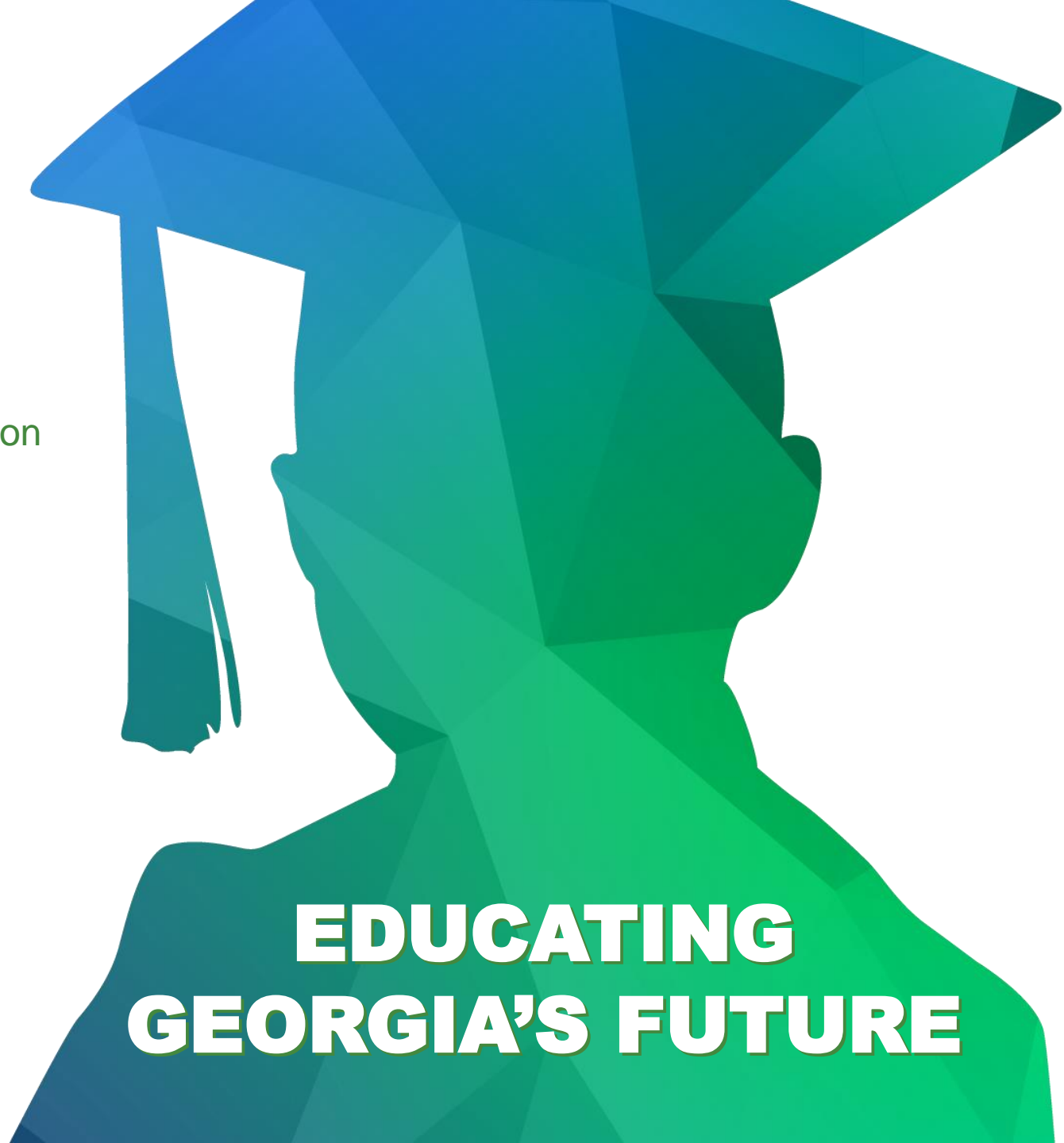
Federal Programs

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**EDUCATING
GEORGIA'S FUTURE**

