# PQ and In-Field Participant Guide

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| Name: |  |
| Date: |  |

# Training Materials

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| Our Questions | Your Questions/Thoughts |
| What materials will need to be included in your LEA training? (slide 4) |  |

# Training Purpose

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| Our Questions | Your Questions/Thoughts |
| What is the purpose of your LEAs PQ/In-field training? (slide 5) |  |

“The goal is for LEAs to not make changes in the portal, rather LEAs MUST ensure accurate reporting in CPI and Student Class”

# Communication

## Messaging and Support

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| Our Questions | Your Questions/Thoughts |
| Who is your PQ/ESSA In-Field Contact?Do you already have an internal communication plan? (slide 12)Do you already have an external communication plan? (slide 12) |  |

## PQ Considerations

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| Our Questions | Your Questions/Thoughts |
| How can PQ impact your LEA? (slide 13)How are the stakeholders currently involved and if they are not, what can you do to get them involved? (slide 14) |  |

## LEA Staff Responsibilities

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| Our Questions | Your Questions/Thoughts |
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# Resources

## PQ/ESSA In-Field Quick Guides

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| Our Questions | Your Questions/Thoughts |
| How can the three Quick Guide Resources be used to support the LEA implementation of PQ/ESSA In-Field? (slide 20)  |  |

“The PQ/ESSA In-Field Implementation Guide is an Authoritative Document”

## PQ/ In-Field Implementation Guide

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| Our Questions | Your Questions/Thoughts |
| Do you need to send home a 20 Day Notification for substitutes teachers? (slide 22)Does PQ/ESSA In-Field apply to Pre-K teachers? (slide 22)Can your LEA waive all requirements for special education, if your district is a charter/SWSS district? (slide 22)Do all educators need a clearance certificate and, if they don’t have one, are the 20 Day Notifications required? (slide 22)Do LEAs have to keep acknowledgement records for Right to Know Notifications? (slide 22)PQ/ESSA In-Field requirements are brand new. Is there a grace period before full implementation? (slide 22) |  |

# PQ/ESSA In-Field Then and Now

## Understanding PQ/ESSA In-Field

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| Our Questions | Your Questions/Thoughts |
| What is the difference between PQ and ESSA In-Field? (slide 29)What challenges have you had in communicating the difference? (slide 29)What can GaDOE do to help you? (slide 29) |  |

## Developing PQ

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| Our Questions | Your Questions/Thoughts |
| What are your current PQ requirements? (slide 30) |  |

# Implementation Details

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| **Take a minute and answer the questions below:** | True | False | Correct Answer |
| All Georgia paraprofessionals meet PQ and are in field because Georgia has the same requirements as the federal government. | ⃝ | ⃝ |  |
| Regular Education teachers have to meet PQ requirements. If teachers meet the in-field requirements, they are in-field. | ⃝ | ⃝ |  |
| Special Education Teachers hired after July 1, 2017 have to meet PQ and In-Field requirements, all others have to meet PQ requirements. | ⃝ | ⃝ |  |
| Special Education Teachers who issue grades are in-field if they share a classroom with someone who has certification in the content. | ⃝ | ⃝ |  |
| Substitutes are exempt from PQ and ESSA in-field if they are in a regular classroom. If they are in a special education classroom, a 20-day letter is required. | ⃝ | ⃝ |  |

# Federal, State, and Local Requirements

## Monitoring and Reporting (slides 37-58)

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| What is the state monitoring and reporting? |
| Paraprofessionals |
| Monitoring | Reporting  | Your Questions |
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| Regular Education Teachers |
| Monitoring | Reporting  | Your Questions |
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| Special Education Teachers |
| Monitoring | Reporting  | Your Questions |
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## Professional Qualifications for Substitutes (slides 59-60)

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| Our Questions | Your Questions |
| How has this changed from Hi-Q?Do you need a 20-day letter? Why or Why Not? |  |

## Specialized Programs (slides 61-86)

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| Your Questions |
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## Required Notifications (slides 88 – 90)

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| Right to Know Letters | 20 Day Letters |
| What is a Right-to-Know letter and why is it a requirement? | What is a 20-Day letter and why is it a requirement? |

## Frequently Asked Questions (slides 91-92)

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| Your Questions |
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# Technical Details

## ESSA In-Field Portal (slide 101-114)

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| Your Questions/Thoughts |
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# Scenarios and FAQs

## Frequently Asked Questions

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| Your Questions |
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# Your Training

## Planning the Basics

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| Our Questions | Your Questions/Thoughts |
| When will you offer the training? What format will your training take?What materials will participants need?What should be the audience take away? |  |