

**Title I, Part C-Education of Migratory Children  
Request for Approval for Local MEP Funded Certified Teacher or Staff**

**In order for the Title I, Part C-Education of Migratory Children to consider the hiring of a local certified teacher or staff, the LEA must provide written documentation and justification prior to a certified individual being hired and paid by the local school district with MEP funds (full-time or part-time).**

School District:  
Prior year MEP Eligible participants:  
Projected MEP Eligible participants:

Current MEP funding: \$

Current number of Priority for Service (PFS) students (include PFS-Out of School Youth):  
Current number of Non-PFS students:

Describe how hiring of a certified teacher comports to the local CNA results and describe how and why the current staff duties and responsibilities have changed or will change from a para-professional to a certified teacher position:

Provide job description for current staff (Attach document).  
Provide job description for new certified teacher or staff position (Attach document).  
Provide a draft weekly schedule for this new certified teacher or staff position (Attach document).  
Certified teacher position will be:  **Full time**;  **Part time**; Is position 100% MEP funded?  Yes;  No  
If not 100% MEP funded, please explain:

Proposed salary and benefits for this position (include rate of pay and/or contracted hours) total salary and benefits:  
MEP funded %-\$: Other %-\$:  
Who will observe certified teacher or staff performance?

How often? List and describe the daily duties and responsibilities:



Submitted to GaDOE MEP regional office by:  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date:

**Approved by: GaDOE MEP Regional Coordinator:**

**Date:**

**Approved by: GaDOE MEP Program Manager:**

**Date:**

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Richard Woods, *Georgia's School Superintendent*

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