



**PQ/ESSA In-Field Month by Month Calendar
August 2021 – July 2022**

	Training Dates
	Programmatic Dates
	Monthly Task
	Data Collection Deadlines

August 2021	
8/1 - 8/31	Communicate the Right to Know Notifications 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 <u>*20 Day Notifications only have to be sent one time for the student. They are not required to be sent again unless there is a change in the schedule or teacher and the teacher does not hold state certification or licensure.</u>
	Ongoing communication between RESA GNETS and LEAs to ensure coding is correct for Student Class and CPI
	Review teacher schedules and compare against professional qualifications, CPI and Student Class
8/27	Attend the PQ and In-Field Back to the Basics 101 Webinar Registration Link
8/1 – 8/31	Review the PQ established in the FY22 CLIP
	Meet with the PQ and In-Field Team in your LEA to review the In-Field Portal Data Record coding errors, if applicable, to be corrected in Cycle 1 Data Submission in October Contact GaDOE with questions and concerns about the In-Field data Request Technical Assistance from GaDOE, if applicable
	Review the Professional Qualifications website resources
	Review Data Collections Delivery Models for Student Class

September 2021	
9/1	Attend the PQ & In-Field Reporting for FY22 Webinar Registration Link
9/1 - 9/30	Communicate the Right to Know Notifications 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 compare against professional qualifications, CPI and Student Class
	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 In-Field Portal Data Record coding errors, if applicable, to be corrected in Cycle 1 Data Submission in October



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	Contact GaDOE with questions and concerns about the In-Field data Request Technical Assistance from GaDOE, if applicable
	Meet with Data Collections to prepare for Cycle 2 CPI and Student Class submission, if necessary

October 2021	
10/1 – 10/31	Communicate the Right to Know Notifications to parents upon enrollment
	Review teacher schedules and compare against professional qualifications, CPI and Student Class
	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
10/5	Cycle 1 CPI and Student Class Data Collection Start Date/Count Date
10/12	Cycle 1 CPI and Student Class Initial Transmission Deadline
10/26	Cycle 1 CPI and Student Class End Date

November 2021	
11/1 – 11/30	Communicate the Right to Know Notifications 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 the Professional Qualifications website for new resources

December 2021	
12/1 – 12/31	Communicate the Right to Know Notifications 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

January 2022	
1/1 – 1/31	Communicate the Right to Know Notifications 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 compare against professional qualifications, CPI and Student Class
	Review the professional qualifications established in the FY22 CLIP
TBA	Meet with the PQ and In-Field Team in your LEA to review the In-Field Portal Data Record coding errors (when Portal opens), if applicable, to be corrected in Cycle 2 Data Submission in March



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	Contact GaDOE with questions and concerns about the In-Field data Request Technical Assistance from GaDOE, if applicable
	Meet with Data Collections to prepare for Cycle 2 CPI and Student Class submission, if necessary
	Review the In-Field System and School Reports on GaPSC.org
	PQ and In-Field Updates Webinar – Date TBA

February 2022	
2/1 – 2/28	Communicate the Right to Know Notifications 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
	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 Data Record coding errors, if applicable, to be corrected in Cycle 2 Data Submission in March
	Contact GaDOE with questions and concerns about the In-Field data Request Technical Assistance from GaDOE, if applicable
	Meet with Data Collections to prepare for Cycle 2 CPI and Student Class submission in March, if necessary
	Review teacher schedules and compare against professional qualifications, CPI and Student Class

March 2022	
3/1 – 3/31	Communicate the Right to Know Notifications 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
3/3 – 3/24	Meet with Data Collections to review Cycle 2 CPI and Student Class submission in March, if necessary
3/3	Cycle 2 CPI and Student Class Data Collection Start Date/Count Date
3/10	Cycle 2 CPI and Student Class Initial Transmission Deadline
3/24	Cycle 2 CPI and Student Class End Date

April 2022	
4/1 – 4/30	Communicate the Right to Know Notifications 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 compare against professional qualifications, CPI and Student Class



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May 2022	
5/1 – 5/31	Communicate the Right to Know Notifications 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
	Ongoing communication with GNETS RESAs and LEAs to ensure coding is correct for CPI and Student Class
	Review teacher schedules and compare against professional qualifications, CPI and Student Class
5/10 – 6/15	Meet with Data Collections to review Cycle 3 Student Class submission in May and June, if necessary
5/10	Cycle 3 Student Class Start Date/Count Date
5/17	Cycle 3 Student Class Initial Transmission Deadline

June 2022	
6/1 – 6/6	Meet with the PQ and In-Field Team in your LEA to review the In-Field Portal Data Record coding errors, if applicable, to be corrected in Cycle 3 Data Submission in Student class Contact GaDOE with questions and concerns about the In-Field data Request Technical Assistance from GaDOE, if applicable
6/1 – 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
6/15	Cycle 3 Student Class End Date

July 2022	
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
	Meet with PQ and In-Field Team to identify the PQ in the CLIP for the upcoming school year
7/12	Cycle 3 CPI Start Date/Count Date
7/19	Cycle 3 CPI Initial Transmission Deadline
7/26	Cycle 3 CPI End Date