# 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 |
|  |  |  |
| 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? |  |