



## Federal Requirement – 20 Day Notification

### THE REQUIREMENT

ESSA Sec. 1112(e)(1)(B)(ii)

In Georgia, all LEA schools 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 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.

### NOTIFICATION

*In compliance with the requirements of the Every Student Succeeds Act, parents must be notified when a student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet:*

- **Regular Education Teachers in Traditional LEAs** – Applicable ESSA ‘in-field’ state certification requirements at the grade level and subject area in which the teacher has been assigned.
- **Special Education Teachers in Traditional LEAs** – Special education service certification requirements (General or Adapted) in alignment with the student’s IEP and/or content certification at the subject and grade level assigned if the teacher is issuing grades.
- **Regular Education Teachers in Charter/Strategic Waiver LEAs – LEA professional qualification requirements** (in alignment with approved Charter/SWSS application and CLIP/DIP) at the grade level and subject area in which the teacher has been assigned.
- **Special Education Teachers for Service in Charter/Strategic Waiver LEAs** – Special education certification requirements for service (General or Adapted) in alignment with the student’s IEP.
- **Special Education Teachers for Content (Issuing grades) in Charter/Strategic Waiver LEAs- Professional qualifications requirements** of the LEA. The LEA must waive content certification for special education teachers (in alignment with approved Charter/SWSS application and CLIP/DIP) at the grade level and subject area in which the teacher has been assigned.

### TIMELINE

In Georgia, notification must be made within 10 business days following the four consecutive weeks.

### NOTIFICATIONS NOT REQUIRED

20 Day Notifications are not required for clearance certificates, paraprofessionals, or substitute teachers.

### DECISION GUIDE, GUIDANCE, AND SAMPLE NOTIFICATIONS

The 20 Day Notification Decision Guide, guidance, and sample notifications are available on the [Professional Qualifications & ESSA In-Field Reporting](#) page of the GaDOE website.

## 20 Day Notification Verification and Best Practices

- In Georgia, 20 Day Notifications requirements apply to ALL teachers in LEA schools/programs.
- For verification purposes, notifications must contain:
  1. **Day/Month/Year** of notification,
  2. **Name** of the **teacher** who has not met professional qualification requirements,
  3. **Name** of the **LEA and/or school/program**,
  4. Statement that the teacher has not met **state certification OR LEA charter/strategic waiver professional qualifications 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.**
  5. Maintain records for all notifications, and
  6. Respond to notification requests in a timely manner.

In Georgia, the following are considered best practices when notifying parents: (1) develop written procedures for compliance, which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation, (2) notify parents in a format that will ensure all parents have the opportunity to receive the information, (3) notify parents, to the extent practicable, in a language they may understand, and (4) ensure notification contains school/program/LEA name and point of contact by position.