

Instructions for Requesting an Extension to the Deadline to Obtain the Sheltered English Immersion (SEI) Teacher Endorsement due to Hardship

Background on and Assignment to Cohort Year for the SEI Teacher Endorsement:

The Department of Elementary and Secondary Education (the Department) has established the SEI Teacher Endorsement in order to strengthen and improve the academic achievement and growth of English Language Learners (ELLs), the lowest performing student subgroup in our state. Under Department regulations, all incumbent core academic teachers responsible for the education of ELLs, and the administrators who supervise or evaluate such teachers, must have earned an SEI Endorsement by July 1, 2016.

If, during the cohort years for your school district, you were reported to the DESE as a core academic teacher with one or more ELLs in your classrooms or as an administrator (principal/assistant principal or supervisor/director) who supervised or evaluated such teachers, you were required to earn the SEI endorsement within the time designated for your cohort. During the cohort years, each educator who was required to earn the endorsement was eligible for a one-time, no-cost opportunity to do so through successful completion of a state-offered course.

You were assigned to a cohort year during the period extending from (SY) 2012 - 13 through (SY) 2015 - 16, and did not earn the SEI Endorsement either because you had been granted a Hardship Extension or you attempted to register for a course and were wait-listed. The Department has provided a no-cost opportunity to obtain the SEI Endorsement in (SY) 2016 -17.

You remain responsible for earning the SEI Endorsement by August 31, 2017, due to your assignment to a cohort year.

Your assignment to a cohort year has important implications for your continued licensure and, by extension, your employability as an educator in Massachusetts. Under 603 CMR 14.07(2):

Educators assigned to a cohort must meet the requirements for an SEI endorsement within the time period designated for their cohort. Educators who fail to earn an endorsement by the time designated for their cohort, shall not be eligible to advance or renew their educator license under 603 CMR 7.00 and 603 CMR 44.00 until such educators earn an SEI endorsement.

The Department realizes that educators may face challenges meeting these timetables and recognizes that this can create hardships for some whose personal circumstances make it particularly difficult to participate in the SEI Endorsement course when assigned to do so. The Department will provide for a hardship extension allowing up to one more year to obtain the SEI Endorsement, but the standard for such waivers will be high.

As stated in 603 CMR 14.07(2), “Hardship shall consist of serious illness or injury, or other circumstances that are beyond the control of the educator and impede the educator’s ability to complete the requirements for an SEI Endorsement.”

Instructions

For an educator to obtain an extension of the deadline to earn the SEI Endorsement, s/he must complete the **Request For An Extension To The Deadline To Obtain The Sheltered English Immersion Endorsement Due To Hardship** form with a letter to the Commissioner describing the hardship, the duration of the extension requested, and providing the supporting documentation that the Commissioner should consider. Examples of such documentation include:

- A letter from a physician
- A letter from a branch of the USA military or “Call Up Orders”

In requesting the hardship extension, the educator should include details and documents that demonstrate and support the educator’s position that circumstances beyond the educator’s control prevent the educator from earning the SEI endorsement during the assigned period. The hardship extension will not exceed one year, i.e., up to August 31, 2017.

PLEASE NOTE: This request is only for an extension to the deadline to obtain the SEI Endorsement and not for a waiver of the requirement. Waivers are not available.

An educator may only submit a request for a hardship extension **if he or she has already been assigned to a cohort year.**

The educator should be aware that the Department may communicate with the district regarding the educator’s application for the hardship extension. The Commissioner will copy your district on the outcome of your extension request.

Commissioner’s Hardship Extension

Requests for the Commissioner’s Hardship Approval will be reviewed on a case-by-case basis by the Commissioner. The recommended outcome may be that: 1) the deadline for obtaining the endorsement is extended to a specified date, or that 2) the applicant must complete the SEI Endorsement in the assigned year. **Unless and until a hardship extension is granted, you will remain responsible for obtaining the SEI Endorsement by August 31, 2017.** The decision of the Commissioner will be final. Following review, both the Superintendent and the educator will receive official notification regarding the status of the request for an extension.

**REQUEST FOR AN EXTENSION TO THE DEADLINE TO OBTAIN THE
SHELTERED ENGLISH IMMERSION ENDORSEMENT DUE TO HARDSHIP**

This form is only to be used by educators to request an extension to the deadline to obtain the Sheltered English Immersion (SEI) Endorsement due to hardship and only after an educator has been assigned to a cohort year for completion of the SEI Endorsement.

This form must be typed or printed legibly and include the supporting documentation requested in Section 3.

Section 1. Educator Information

**Educator's
Name** _____

(Last)

(First)

(Middle Initial)

Educator's MEPID, if known _____

**Educator's School
District** _____

**Current date educator required to earn SEI
Endorsement** _____

Home address:

Street and Apt./Condo #

City/Town, State

Zip Code

Telephone # (___) ___ - _____ Ext. _____

Email _____

Section 2. Reason for Hardship

I am requesting an extension to the August 31, 2017 deadline to obtain an SEI Endorsement. I understand that I am required to obtain this Endorsement and if I do not obtain an extension or fail to obtain the SEI Endorsement, I will not be able to renew, extend, or advance my license until such time as I earn this Endorsement. I understand that this request is only for an extension to the deadline and is not a waiver of the requirement. I am requesting this extension due to the following hardship situation:

Hardship request is due to:

- Medical – serious illness or injury, my own or immediate family member

If family member, relationship of family member to teacher

- Military
 Other, please specify

As part of my request for a hardship extension, I have included a letter to Attention: Request for SEI Hardship Extension, Office of Educator Licensure, 75 Pleasant Street, Malden, MA 02148-4906 describing the hardship and its duration, along with the confirming documents/information, verifying the situation that caused the hardship.

Section 3. Hardship Approval and Certification

Each Request for the Commissioner's Hardship Approval will be reviewed on a case-by-case basis by the Commissioner. The recommended outcome may be: 1) an extension of the deadline to August 31, 2018, or 2) denial of the request. The decision of the Commissioner will be final. Following review, both the Superintendent and the educator will receive official notification regarding the status of the request for an exception.

I certify under the penalties of perjury that the information contained in this form and the supporting letter and documentation is true and correct, and I understand that the decision of the Commissioner will be final.

(Signature)

(Date)

Please return form and supporting documentation to:

Attention: Request for SEI Hardship Extension
Massachusetts Department of Elementary and Secondary Education
Office of Educator Licensure
75 Pleasant Street
Malden, MA 02148-4906