**Instructions for Requesting an Exception to the Deadline to Obtain the Sheltered English Instruction (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.

Beginning in school year (SY) 2012-13 and continuing each year through SY 2015-2016, districts are asked to identify all core academic teachers with one or more ELLs in their classrooms, and the administrators who supervise or evaluate such teachers, so that these educators may be assigned to a cohort year to take the SEI Teacher Endorsement course or the SEI Administrator Endorsement course, respectively. After you are identified as a core academic teacher of ELLs, or an administrator who supervises or evaluates such teachers, and enrolled in an SEI Endorsement course, the Department deems you assigned to a cohort year for SEI endorsement purposes. During the cohort year, through successful completion of the course, each educator has a one-time no-cost opportunity to earn the SEI Endorsement.

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. Department regulations provide for a hardship exception allowing an extension 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 Exception To The Deadline To Obtain The Sheltered English Instruction 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 signed by your physician (on official letterhead) noting that medical complications have resulted, or are likely to result in your missing TWO or MORE of your classes from the *beginning* and *ending* dates of your Course Section SEI Cohort.  Please note that the dates on this letter should match the dates noted on the letter signed by your Superintendent or Principal.
* A letter signed by your Superintendent or Principal (official school letterhead) verifying the *beginning* and *ending* dates of your Course Section SEI Cohort.   The letter should also note his/her desire to have your request granted, due to the fact that your medical condition is likely to result in you missing two or more of your cohort classes.

**OR**

* A letter from a branch of the US military or “Call Up Orders” verifying that deployment orders affect the *beginning* and *ending* dates of your Course Section SEI Cohort.
* A letter signed by your Superintendent or Principal (official school letterhead) verifying the *beginning* and *ending* dates of your Course Section SEI Cohort.   The letter should also note his/her desire to have your request granted, due to the fact that your military deployment is likely to result in you missing two or more of your cohort classes.

In requesting the hardship exception, 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.

Documents should be forwarded by mail or fax (781) 338-3391 to the attention of Konstantin Mantzouranis, the SEI Licensure Specialist.  Please ensure that either your MEPID#, **or** MA Educator license number, or Social Security Number is listed on all documents submitted.

***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 exception **if he or she has already been assigned to a cohort year**. Otherwise, an educator should work with his/her district to resolve any scheduling conflicts that would prevent him/her from successfully obtaining the SEI Endorsement during an assigned cohort year and agree upon a different cohort year to participate in the course.

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

**Commissioner’s Hardship Exception**

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 cohort year. **Unless and until a hardship exception is granted, the Department considers you to be enrolled in the SEI course section to which you have been assigned**. 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.

**REQUEST FOR AN EXCEPTION TO THE DEADLINE TO OBTAIN THE SHELTERED ENGLISH INSTRUCTION ENDORSEMENT DUE TO HARDSHIP**

*This form is only to be used by educators to request an exception to the deadline to obtain the Sheltered English Instruction (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

Teacher’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 exception to the deadline to obtain a SEI Endorsement. I understand that under 603 CMR 14.07, I am required to obtain this endorsement by the time designated for my cohort and that 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 exception 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 exception, I have included a letter to Attention: Request for SEI Hardship Exception, 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 a specified date 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:**

Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure

Request for SEI Hardship Exception

Attention: Konstantin Mantzouranis

75 Pleasant Street

Malden, MA 02148-4906