

Instructions for Career Vocational Technical Educators Requesting an Exception to the Deadline to Obtain the Sheltered English Immersion (SEI) Endorsement due to Hardship

Background regarding the SEI Endorsement for Career Vocational Technical Educators:

The Board of Elementary and Secondary Education has extended the SEI Endorsement requirements to career vocational technical educators in order to strengthen and improve the academic achievement and growth of English Learners (ELs), the lowest performing student subgroup in our state. Specifically, under 603 CMR 14.08(2):

The cohort of all career vocational technical teachers who instructed English learners during the 2017-2018 school year, and principals, assistant principals, and supervisors/directors who supervised or evaluated such teachers, must earn the appropriate SEI Endorsement by July 1, 2021. Members of the cohort who fail to earn an SEI endorsement by July 1, 2021, shall not be eligible to advance or renew their license under 603 CMR 4.00, 603 CMR 7.00, and 603 CMR 44.00 until such members earn an SEI endorsement; provided however, upon a showing of hardship, the Department may grant a member of the cohort an extension of time beyond July 1, 2021. Hardship shall consist of serious illness or injury, or other circumstances that are beyond the control of the individual and impede the individual's ability to complete the requirements for an SEI endorsement.

The Department recognizes that career vocational technical educators may face challenges meeting the July 1, 2021 deadline and understands that this may create a hardship for some educators whose personal circumstances make it particularly difficult to participate in the SEI Endorsement course. Department regulations provide for a hardship exception allowing an extension to obtain the SEI Endorsement, but the standard for such exceptions will be high.

Instructions

For an educator to obtain an extension of the deadline to earn the SEI Endorsement, they must complete the **Request For An Exception 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 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 by July 1, 2021.

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.

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

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

This form is only to be used by career vocational technical educators to request an exception to the July 1, 2021 deadline to obtain the Sheltered English Immersion (SEI) Endorsement due to hardship.

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

Section 1. Career Vocational Technical Educator Information

Educator's Name _____
(Last) (First) (Middle Initial)

Educator's MEPID, _____

Educator's School District _____

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 the SEI Endorsement. I understand that under 603 CMR 14.08(2), I am required to obtain this endorsement by July 1, 2021 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:

- Medical – serious illness or injury, my own or immediate family member
If family member, relationship of family member to educator _____
- 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

The Commissioner will review each Hardship Approval on a case-by-case basis. 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:

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