Mid-Winter Teacher Communication Template

To Designated Teachers and teachers pending a new designation

**Who this email is for:** Teachers pending a new/higher designation

**When this email may be sent:** After TEA notification of system/designation approval, prior to allotment notifications in late April

Dear [Name],

We are excited to share that TEA has approved [ISD] to award new Teacher Incentive Allotment (TIA) teacher designations for the 2023-24 school year. You were submitted for a [Recognized/Exemplary/Master] designation based on your performance in the 2022-23 school year.

[Insert any district celebratory remarks/appreciations/alignment with goals.]

Teacher designations are contingent upon meeting statewide eligibility requirements:

* You must be employed by [ISD] as a teacher in a student-facing instructional role as of February 23, 2024.
* You must meet TEA’s creditable year of service requirement and be compensated for 90+ days at 100% of the day or 180+ days at 50% of the day.

Based on these criteria, you are expected/not expected to earn a designation and generate allotment funds. [Additional details for teachers who do not meet eligibility criteria or may not meet the creditable year of service requirement].

TEA will process new designations and allotments in late April. If you meet the eligibility criteria above, [ISD] will receive an allotment. You may expect a follow-up email in May confirming your designation and the amount you are expected to receive. Please see below for additional details around [ISD]’s TIA spending plan.

**District TIA Spending Plan**

[description of local spending plan, including percentage breakdown to designated teacher vs. other teachers on campus, district usage of 10%, estimated payout date, and policy for teachers who separate from the district prior to the payout date].

## District TIA Contact

If you have any questions about the local designation system or the district spending plan, please contact [insert POC information].

[Insert closing and email signature]

**Who this email is for:** Teachers with an existing designation

**When this email may be sent:** After TEA notification of system/designation approval, prior to allotment notifications in late April

Dear [Name],

We appreciate your continued work in [ISD] as a designated teacher.

[Insert any district celebratory remarks/appreciations/alignment with goals.]

Allotments are contingent upon meeting statewide eligibility requirements:

* You must be employed by [ISD] as a teacher in a student-facing instructional role as of February 23, 2024.
* You must meet TEA’s creditable year of service requirement and be compensated for 90+ days at 100% of the day or 180+ days at 50% of the day.

Based on these criteria, you are expected/not expected to generate allotment funds. [Additional details for teachers who do not meet eligibility criteria or may not meet the creditable year of service requirement].

TEA will process allotments in late April. If you meet the eligibility criteria above, [ISD] will receive an allotment. You may expect a follow-up email in May confirming the amount you are expected to receive. Please see below for additional details around [ISD]’s TIA spending plan.

**District TIA Spending Plan**

[description of local spending plan, including percentage breakdown to designated teacher vs. other teachers on campus, district usage of 10%, estimated payout date, and policy for teachers who separate from the district prior to the payout date].

## District TIA Contact

If you have any questions about the local designation system or the district spending plan, please contact [insert POC information].

[Insert closing and email signature]