Email Template for Districts with Existing Local Designation Systems

To Teachers WHO Did Not EARN A new DESIGNATION AND/OR already desiganted teachers who did not Generate An Allotment

**Who this email is for:** Teachers with an existing designation who did not generate an allotment for the school year; teachers who were submitted for a new designation but did not qualify

**When this email may be sent:** After the district confirms designations and allotment funds in SCOMS

Dear [Name],

We regret to inform you that your [Recognized/Exemplary/Master] designation [was not awarded/did not generate an allotment] during the [school year] due to [moving into a non-teaching role/not meeting the year of service requirement].

The Texas Education Agency requires designated teachers to be employed in a teacher role (087 Role ID in PEIMS) as of the last Friday in February and meet the creditable year of service requirement. TEA defines a creditable year of service as employed and compensated by a Texas school system in a teacher role (087 role ID in PEIMS) for at least 90 days at 100% of the day or 180 days at 50-99% of the day, or the equivalent of one semester. Our records indicate you [were employed and paid for XX days in a teacher role/ moved to a non-teaching role on month/day/year].

If you have any questions about the local designation system and our next steps, please reach out to [insert POC information].

[Insert closing and email signature]