Email Templates for Districts with Existing Local Designation Systems

To Newly Designated Teachers

**Who this email is for:** Teachers awarded a new or higher designation

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

Dear [Name],

We are excited to share that you have been awarded a [Recognized/Exemplary/Master] teacher designation. Your designation will remain valid through the end of the [20XX-20XX] school year.

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

Your [Recognized/Exemplary/Master] designation generated [$ amount] for your work with students at [Campus] during the [school year]. You can anticipate [$XX] to be [insert district pay schedule and pay dates] based on the district’s spending plan.

For more information, please read below.

[Insert closing and email signature]

## [District Name]’s Local Designation System Spending Plan

For any TIA funds received, [District Name] will pay [XX%] to designated teachers, [XX%] to [insert if any other teachers, delete if none], [XX%] [insert if using optional up to 10% for district use – describe use here]. Designated teachers [insert if any other teachers] will be paid [insert stipend schedule or salary schedule and include pay dates]. For more information on [District Name]’s local designation system spending plan, you can visit [here].

## Allotment Funding Amounts

Designation allotment funds may vary per campus depending on the socioeconomic levels and rural status of a campus. [You view 2022-2023 campus allotment amounts on the TIA Funding Map webpage](https://tiatexas.org/teacher-incentive-allotment-funding-map/). Campus allotment values may change from year to year to reflect current student enrollment.

## [District Name]’s Retention Policy

Based on [District Name]’s [recruitment/retention/other] goals, we [will/will not] forward payment to any designated teacher [and insert if adding in optional other teachers] should they resign or retire [if forwarding, include by when they can expect the funds].

## Designation Certificate

All teachers with a TIA designation have access to a virtual designation certificate. This can be found on the [Designated Teacher Public Search](https://tealprod.tea.state.tx.us/Tea.Scoms.Web/External/Search). Teachers who hold a teaching certification will also see their designation displayed on their virtual teaching certificate. Newly designated teachers can anticipate their certificates to be updated by the end of May.

## Eligibility Requirements for Designated Teachers to Continue Generating an Allotment

To generate funds in future years, teachers with an active designation must remain 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.

## District TIA Contact

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