

Education Code §44258.9 requires county offices to annually monitor the assignments in one-fourth of their school districts, annually report if teachers in K-12 classes in deciles 1, 2, and 3 schools hold the appropriate English Learner (EL) authorization for classes with 20% or more ELs, and annually monitor all assignments in the deciles 1, 2, and 3 schools. In addition, the county offices annually must report the results of their monitoring to the Commission (CTC).

**2017-2021
Marin County Assignment Monitoring Schedule**

2017-2018	2018-2019	2019-2020	2020-2021
Bolinas-Stinson	MCOE	Laguna Joint	Dixie
Lagunitas	Mill Valley	Lincoln	Larkspur-Corte Madera
Kentfield	Reed Union	Nicasio	Ross
San Rafael*	Ross Valley	Novato	Sausalito-Marín City
		Shoreline	Tamalpais
San Rafael* (Wms.)	San Rafael* (Wms.)	San Rafael* (Wms.)	San Rafael* (Wms.)

Timeline

- Ongoing Credentials Analyst to monitor credential information from CTC credential downloads.
- Ongoing Reminder to all districts to notify MCOE of certificated new hires.
Register all issued and renewed credentials of Marin public school teachers at the County Office.
Districts mail/email/fax copies of renewed credentials to County Office.
- Mid-June (runs 6/15) Review and update all data in the 1st Quarter Credential Monitoring Report for July, Aug., Sept., distribute Business Services/districts. Contact districts about credentials due to expire within the upcoming quarter. Districts review for expirations, terminations and pay warrant issuance.
- August Review admin credentials for the districts. Notify district personnel in the current four-year assignment monitoring cycle about timelines, responsibilities, teacher consent forms, and Local Options.
- September Follow up on Superintendent’s message to district superintendents about assignment monitoring responsibilities. Monitored district personnel to send school master schedules to Credentials Analyst. Arrange meeting with HR staff to provide Assignment Monitoring Manual and additional information.
- Mid-September Review and update all data in the 2nd Quarter Credential Monitoring Report for Oct., Nov., Dec., distribute Business Services/districts. Contact districts about credentials due to expire within the upcoming quarter. Districts review for expirations, terminations and pay warrant issuance.
- October-May Credentials Analyst reviews assignments and credential authorizations, and meets with monitored districts about possible misassignments. Districts prepare district report.
- Early December Review and update all data in the 3rd Quarter Credential Monitoring Report for Jan., Feb., March, distribute Business Services/districts. Contact districts about credentials due to expire within the upcoming quarter. Districts review for expirations, terminations and pay warrant issuance.
- January Monitored district personnel to notify semester assignment changes of master schedules to Credentials Analyst.
All district report current year vacancies for the Annual Monitoring Report to CTC.
- Mid-March Review and update all data in the 4th Quarter Credential Monitoring Report for April, May, June, distribute Business Services/districts. Contact districts about credentials due to expire within the upcoming quarter. Districts review for expirations, terminations and pay warrant issuance.
- May-June Credentials Analyst prepares, reviews and submits the online CTC Assignment Monitoring Report*.

*Also includes Williams Deciles 1-2-3 schools’ quarterly and annual reporting – to be determined