# Georgia Professional Standards Commission

# Site Visitors’ Report Acknowledgement Form

|  |  |  |
| --- | --- | --- |
| Institution/Agency/LUA: |  | Date: Click here to enter a date.  |
|  |
| Educator Preparation Provider Name: |  |
|  |
| Educator Preparation Program(s):  |  |
|  |
|  |
|  |
|  |
|  |
| We received the Georgia Professional Standards Commission (GaPSC) Site Visitors’ Report onClick here to enter a date. and: |
|  |
| [ ]  We agree with the findings of the Site Visitors’ team. |
| [ ]  We disagree with the findings of the Site Visitors’ team. |
|  |
|  |
| **We will submit a Rejoinder to the Site Visitors’ Report based on the following conditions:**  |
|  |
| [ ]  Evidence was not considered |
| [ ]  Evidence was misinterpreted |
| [ ]  Approval review procedures were not followed |
|  |
| We intend to submit a Rejoinder by Click here to enter a date. |
|  |
|  |
| **Signature of Educator Preparation Provider Head:** |  |
|  |  |
| **Date**: Click here to enter a date. |
|  |
|  |
| *Note:* Instructions for preparing a rejoinder to the Site Visitors’ Report are on the following pages. |

# Georgia Professional Standards Commission

# Instructions for Preparing a Rejoinder to the Site Visitors’ Report

## The Rejoinder to the Site Visitors’ Report is part of the evidence the Evaluation Review Panel (ERP) and the Georgia Professional Standards Commission (GaPSC) uses to determine GaPSC approval status of educator preparation provider and preparation program(s).

### Acceptable Conditions for Submitting a Rejoinder to the Site Visitors’ Report

1. A Rejoinder to the Site Visitors’ Report may be based on findings for the standards and/or approval review procedural concerns. When the educator preparation provider (EPP) disagrees with the Site Visitors’ team findings on standards or raises concerns about the procedural aspects of the approval review, the rejoinder can provide evidence existing and available at the time of the on-site or electronic approval review that the team may have not seen or misinterpreted.
2. If the EPP disagrees with the Site Visitors’ Report based on findings for the standards, it must provide a rationale and appropriate documentation to support its counterclaim(s). Simply stating that the EPP is in disagreement with the Site Visitors’ findings or restructuring the report prepared for the Site Visitors’ team’s review is insufficient. Documentation that supports the counterclaims(s) should provide summarized data that was available in the evidence used by the Site Visitors’ team during the on-site or electronic review.
3. Evidence included in the Rejoinder must describe the existing conditions at the time of the on-site or electronic review and relate directly to the standards or the procedures that were applied. Changes made or documents created after the on-site or electronic review are not acceptable and will not be considered by the ERP and GaPSC. The Preparation Approval Annual Report (PAAR) and Progress Reports are the mechanisms the EPP uses to report post-review EPP and/or educator preparation program changes to the GaPSC.

#### Instructions for Preparing and Submitting a Rejoinder to the Site Visitors’ Report

1. Immediately upon receipt of the Site Visitors’ Report, complete the attached Site Visitors’ Report Acknowledgement Form indicating whether you agree or disagree with the Site Visitors’ findings and return it to the GaPSC as soon as possible. Upon receipt of the Site Visitors’ Report Acknowledgement Form GaPSC staff will contact you to discuss the next steps in the approval process.
2. If you disagree with the Site Visitors’ Report findings, GaPSC staff will send you the electronic template for the Rejoinder to the Site Visitors’ Report (a sample of the format is depicted below). The Rejoinder will be due within thirty calendar days of your receipt of the Site Visitors’ Report and it must be submitted in the format provided by the GaPSC. The Rejoinder document must include any applicable evidence cited to contest Site Visitors’ findings. If you need more than thirty days to complete the Rejoinder contact your GaPSC Education Specialist to set a revised due date. Note that extensions to the Rejoinder due date will extend the date of the GaPSC approval decision.
3. Upon receipt of the Rejoinder, GaPSC staff will review it and determine whether it meets the required conditions and if it is in the proper format. If the staff determines that the rejoinder does not meet the stated conditions or is not in the proper format, it will be returned to the head of the EPP with instructions for making the needed changes and a new submission due date will be determined.

**SAMPLE REJOINDER FORMAT**

**We are submitting a rejoinder based on the following:**

*(check all appropriate boxes)*

[ ]  **Evidence not considered** [ ]  **Evidence misinterpreted** [ ]  **Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard** | **Site Visitors’ Finding** | **EPP/Program(s)** | **Area for Improvement** | **Evidence** |
|  |  |  |  |  |