

**From:** Cross, Freddie  
**Sent:** [Mid-November]

**To:**  
**Subject:** **Teacher Shortage Report Proposed Listing and Supporting Documentation - Reminder**

**Importance:** High

[Date]

Hello

Just a reminder that December X, 201X is just a few weeks away. This is the due date to submit your State's proposed designated teacher shortage areas for the Department of Education's 201X-201X Teacher Shortage Areas Nationwide Listing 1990-1991 through 201X-201X. Your proposed listing is accompanied by the items that were addressed in Enclosure A (the "Checklist") of the early August 2016 e-mailed letter – factors that substantiate the proposed academic disciplines/subject areas and/or geographic regions (e.g., assurance that written objective standards were used in developing the proposed teacher shortage areas; assurance that 2016- 2017 academic year data, or most current data available, were used to determine the proposed teacher shortage areas; and a few other elements).

Just to remind you – Please complete all questions in the accompanying "methodology checklist", define any terms specific to your State's list of shortage areas, and spell acronyms and abbreviations that are mentioned in your listing (e.g., CDC, ESL, and SCI).

If you have any questions, please let me know as soon as possible. You may also reply to this message by letting me know of a target date that you plan to have your proposal sent to me, if it has not been submitted already.

Many thanks for all of your hard work and being concerned about keeping track of the areas where qualified K-12 teachers, administrators, and other educators are needed to fill our nation's classrooms!

## Freddie Cross

**Freddie Cross**  
U. S. Dept. of Education  
Office of Postsecondary Education  
400 Maryland Ave, SW Room 6W241  
Washington, DC 20202  
Phone: (202) 453-7224