

Human Resource Services
No Child Left Behind - Highly Qualified Status Worksheet for Elementary Teachers

Name: _____ **Employee ID #:** _____ **Campus:** _____
SS#: _____

Your current teaching status should fall under only one classification/option. Read each option to determine the one that is descriptive of your current status. Complete the information in the box, sign/date the last page of this document, and attach any supportive documentation. Examples of supportive documentation:

- *Copy of college transcript(s) indicating Bachelor's Degree and coursework required for HQ status.*
- *Copy of teaching certificate and/or certification verification from the State Board for Educator Certification website at www.sbec.state.tx.us.*
- *Copy of records of staff development training sessions that you have attended in the required areas of instruction.*

Option A:

I am currently participating in an approved Alternative Certification Program.			
Yes _____	(Continue completing Option A)		
No _____	(Stop! Go to Option B)	Current Teaching Assignment(s)	_____
Expected completion date: _____	Anticipated Certification Field(s)	_____	_____
You are NCLB highly qualified as of Spring 2004. Sign the last page of this document, indicate your HQ status in #1, secure your principal's signature, and submit.			
Note: Failure to meet the requirements of the Alternative Certification Program within the designated timeframes will void your HQ status			

Option B:

I am currently teaching on an emergency teaching permit or a school district teaching permit.			
Yes _____	(Continue completing Option B)		
No _____	(Stop! Go to Option C)	Current Teaching Assignment(s)	_____
Expected certification date: _____	Anticipated Certification Field(s)	_____	_____
You are not NCLB highly qualified as of Spring 2004. Sign the last page of this document, indicate your HQ status in #2, secure your principal's signature, indicate your plan to become compliant by May 2006, and submit.			
Note: Failure to renew your emergency permit/complete certification by June 30, 2004, could result in your contract for employment being voided.			

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Option C:

I am a teacher who was certified after May 1, 1986. I have passed the elementary level TExES or ExCET and applied for or received a Texas provisional or standard teaching certificate for my grade level and each area of assignment.

Yes _____ (Continue completing Option C)

No _____ (Stop: Go to Option D)

Current teaching assignments (ex. 1st self-contained, 4th math/science, 6th ESL):

You are NCLB Highly Qualified as of Spring 2004. Sign the last page of this document, indicate your HQ status in #1, and secure your principal's signature. Submit evidence of passing the TExES and/or ExCET for each of your teaching assignments.

Note: Accepting a teaching assignment in any core curriculum subject for which you do not have evidence of passing the TExES or ExCET voids your HQ status and employment status in that area.

Option D:

I am a teacher who was certified prior to May 1, 1986 or I am teaching in an area/level for which I am not certified. You must meet one of the following criteria:

1. I have passed the elementary level TExES or ExCET for my grade level and each area of assignment.

Current teaching assignments (ex. 1st self-contained, 4th math/science, 6th ESL):

You are NCLB Highly Qualified as of Spring 2004. Sign the last page of this document, indicate your HQ status in #1, and secure your principal's signature. Submit evidence of a Texas provisional or standard teaching certificate for each of your teaching assignments.

Note: Accepting a teaching assignment in any core curriculum subject for which you do not have evidence of passing the TExES or ExCET voids your HQ status and employment status in that area.

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Option D Continued:

2. I must meet state defined High, Objective, Uniform Standard of Evaluation (HOUSE) requirements to be Highly Qualified in all grade levels in which I teach.

HOUSE Requirements: Must total 24 points

I have ____ years of teaching experience at the elementary level (One year experience = 1 point. Count up to 12 points/years.)

I have ____ hours of college course-work in English/Language Arts, Math, Science, and/or Social Studies. (1 college hour = 1 point)

I have ____ hours of professional development that meet the standards for Continuing Professional Education Credit (CPE) established by SBEC rules. (15 CPE clock hours = 1 point).

Note: Each of the subjects (English/Language Arts, Mathematics, Science and Social Studies is represented in the 24 points, whether through experience, college course-work or professional development.

Total Points = _____

If your HOUSE requirement points total 24 or more, you are designated as highly qualified according to TEA guidelines. Sign the last page of this document, indicate your HQ status on #1, and secure your principal's signature. Submit copies of documentation that verify the 24 points, including TExES/ExCET results, copies of college transcripts, copies of staff development certificates and/or printed copy of report from the Professional Development and Staff Training.

If you do not meet HOUSE requirements, you are not Highly Qualified as of Spring 2004. Indicate below the steps you will take to meet HOUSE requirements by May 2006. Sign the last page of this document, indicate your HQ status in #2, secure your principal's signature.

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#1 _____ I verify that I have met established criteria to be classified as NCLB Highly Qualified as of Spring 2004 and have attached supportive documentation.

#2 _____ I understand that I do not meet NCLB Highly Qualified requirements as of Spring 2004; however, I have a plan to be compliant by May 2006 or risk my employment status.

#3 _____ I have viewed the “No Child Left Behind Video.

Printed Name: _____

Signature: _____

Date: _____

Principal's Name: _____

Signature: _____

Date: _____