

**Human Resource Services**  
**No Child Left Behind - Highly Qualified Status Worksheet for Secondary 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](http://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 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 #3, 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 currently teach vocational education, physical education, business education, technology education, or ROTC.

Yes \_\_\_\_\_ (Continue completing Option C)

No \_\_\_\_\_ (Stop! Go to Option D)

Certification Area(s):

\_\_\_\_\_

Current Teaching Assignment(s):

\_\_\_\_\_

You are not required to meet NCLB highly qualified requirements. Complete the last page of this document, indicate your HQ status in #2, secure your principal's signature, and submit.

Note: If you are assigned to teach a core content area for even one class period, you must have passed the TExES or ExCET in that subject area or meet HOUSE requirements (see Option E, 3).

**Option D:**

I am a teacher who was certified after May 1, 1986. I have passed the TExES or ExCET and applied for or received a Texas provisional or standard teaching certificate in each core curriculum subject to which I am assigned to teach.

Yes \_\_\_\_\_ (Continue completing Option D)

No \_\_\_\_\_ (Stop! Go to Option E)

Certification Area(s):

\_\_\_\_\_

Current teaching assignments:

\_\_\_\_\_

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 or 24 hours of coursework, voids your HQ status and employment status in that area.

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### Option E:

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

1. I have passed the TExES or ExCET in each core curriculum subject to which I am assigned to teach.

Yes \_\_\_\_\_ (Continue completing Part I)

No \_\_\_\_\_ (Stop! Go to Part II)

Current teaching assignments:

_____	_____	_____	_____
_____	_____	_____	_____

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 and applied for or received 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 or 24 hours of coursework, voids your HQ status and employment status in that area.

2. For each academic subject taught, I have an academic major, a graduate's degree, or coursework equivalent to an undergraduate major.

Yes \_\_\_\_\_ (Continue completing Part II)

No \_\_\_\_\_ (Stop! Go to Part III)

Current teaching assignments:

_____	_____	_____	_____
_____	_____	_____	_____

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 copies of college transcripts with applicable coursework highlighted.

Note: Accepting a teaching assignment in any core curriculum subject for which you do not have evidence of passing the TExES or ExCET or having an academic major or coursework equivalent to an undergraduate major will void your HQ and employment status in that area.

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**Option E Cont:**

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

**HOUSE Requirements: Must total 24 points for each subject taught.**

- a. I have \_\_\_\_ years of teaching experience in the subject(s) to which I am assigned. (One year = 1 point. Can count up to 12 points/years.)
- b. I have \_\_\_\_ hours of college coursework in the subject(s) to which I am assigned or closely related fields. (1 college hour = 1 point) (See attachment for closely related fields)
- c. I have \_\_\_\_ hours of professional development in the subject(s) to which I am assigned or closely related fields that meet the standards for Continuing Professional Education Credit (CPE) established by SBEC rules. (15 CPE clock hours = 1 point).

Current teaching assignments:

<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____	<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____	<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____	<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____
<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____	<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____	<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE Points = _____	<hr style="border: none; border-top: 1px solid black;"/> Total HOUSE 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 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.

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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 all supportive documentation.
- #2 \_\_\_\_\_ I currently teach vocational education, physical education, business education, technology education, or ROTC.
- #3 \_\_\_\_\_ 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.
- #4 \_\_\_\_\_ I have viewed the “No Child Left Behind: HQ-House Video.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_