

Dear District Superintendent:

Federal law requires the State Board of Education to determine the highly qualified status of every teacher in the state who is assigned to core academic subject areas [arts (music, art, drama/theater), English, language arts or reading, history, geography, economics, mathematics, science, civics and government foreign languages]. In January we will report to the federal Department of Education the data we have gathered on your district and on all other school districts. These reports may have a significant impact on the state's compliance with NCLB requirements and the federal support the state and districts receive. The Department expects 100% compliance with the HQ goal in every subject by the end of the 2007-08 school year. The Illinois State Board of Education will make every effort to provide technical assistance to your district to achieve this goal.

### **How Can I Obtain Reports of Highly Qualified Status of Staff?**

We have made it possible for you to review a report of your teachers, available on IWAS, comparing their assignments with their NCLB highly qualified status.

- This report will show each teacher in your district and his/her teaching assignment from the Teacher Service Record with a listing of certificates held, the endorsements on the certificate, and the teacher's NCLB status.
- If the assignment is not one of the NCLB core subject areas you will see the words "Not a NCLB Core Academic Subject".
- If the assignment is an NCLB core subject, you will see either "NCLB HQ" and a listing of the method used to demonstrate the HQ status, or you will see "Not NCLB HQ" if the teacher has not demonstrated he/she meets the NCLB requirements for the position.
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See the attached Addendum for detailed directions to obtain your district's report.

### **May Teachers Be Assigned to Subjects Without Meeting State Requirements?**

- Every teacher in a core subject must meet both state requirements for the assignment and demonstrate that he/she is highly qualified in the subject. A cursory review indicates that many teachers who are not highly qualified have no apparent basis under state requirements for assignment to the position
- **Teachers, who met previous state requirements in a subject at a time when the requirements were in effect, are still considered assignable.** Your regional superintendent has the capacity to add such qualifications of teachers to the ECS system upon request and with appropriate evidence. These subjects will not appear as endorsements on certificates but will appear on ECS as having met former qualifications.

### **Can Teachers Who Are Reported Not Highly Qualified Still Use HOUSSE?**

If we have no information about the teacher's status in a NCLB position, the teacher is listed as "Not NCLB HQ". We know that many of these teachers have made no entry on ECS of their HOUSSE (High Objective Uniform State Standard of Evaluation) information; if these teachers have not taken advantage of HOUSSE on the ECS system, they should do so at once.

- HOUSSE is still available on the ISBE website for veteran teachers and instructions for recording IEA/IFT worksheet results are at [http://www.isbe.net/ECS/ecs\\_instructions.pdf](http://www.isbe.net/ECS/ecs_instructions.pdf).
- Teachers who are not veteran teachers (they need one year of teaching experience) may become highly qualified in subjects by
  - Passing a content test in the subject; new elementary teachers (K-5) must use this method by passing the elementary/middle grades test
  - Obtaining a major listed on a transcript in the subject (elementary education is not an acceptable major)
  - Compiling 32 semester hours of coursework in the subject
  - Obtaining a Master Certificate in the subject
  - Obtaining a master's degree in the subject (a master's degree in elementary education does not apply)
- It is not known how much longer the federal Department of Education will allow us to use HOUSSE, so please act now.

### What Are My District Responsibilities?

Your district will be responsible for

- Reducing the number of teachers who are not highly qualified to zero within two years; the **Annual Measurable Objective** requires that the number be reduced by 50% each school year so that 100% of the core subjects are taught by highly qualified teachers.
- Filing a plan (Form ISBE NHQT) with your regional superintendent showing a list of those teachers in each subject who are not highly qualified and the means by which you will assist them in becoming highly qualified within a **two-year period**.
- The district, working with the teacher, will be expected to devise a specific plan (on form ISBE RMNQT) to obtain highly qualified status **within a two year period**.
- The district under Illinois' law is expected to use up to **40% of Title II funds** to support the teachers' efforts to become highly qualified, whether by taking courses, by completing professional development applied to HOUSSE while it remains available, or by taking content tests.
- Federal law requires that **5% of Title I funds** going to districts be allocated to helping teachers become highly qualified.
- New teachers should be hired in core academic subjects only if they meet the state and federal requirements for the assignment.
- The district will be evaluated each year to determine what progress has been made.
- The RESPROS offer professional development in mathematics and science.
- Regional Superintendents will monitor compliance with the law.

One way to help your district achieve the 100% highly qualified status is to assign teachers only to core subjects where they meet state requirements and are also highly qualified.

### **What Are Teacher Equity Requirements?**

- NCLB prescribes that districts must ensure that poor and minority students are taught by highly qualified teachers and by experienced teachers (defined as teachers with three or more years of experience) at the same rate as other students.
- Each district must have a plan in place to correct inequities in the distribution of highly qualified teachers so that all students have equal access to these teachers.
- Your district must maintain on file a plan to attain teacher equity and it must be available for inspection on district approval visits. Please use ISBE form LSDEP to record your plan. All these forms are available at <http://www.isbe.net/certification/html/forms.htm>.

### **What Are the Federally Prescribed Actions to Achieve the 100% HQ Goal?**

Sections 1119 and 2141 of the No Child Left Behind Act require, in part:

LOCAL PLAN- As part of the plan described in section 1112, each local educational agency receiving assistance under this part shall develop a plan to ensure that all teachers teaching within the school district served by the local educational agency are highly qualified... .

MINIMUM EXPENDITURES- Each local educational agency that receives funds under this part shall use not less than 5 percent, or more than 10 percent, of such funds for each of fiscal years 2002 and 2003, and not less than 5 percent of the funds for each subsequent fiscal year, for professional development activities to ensure that teachers who are not highly qualified become highly qualified not later than the end of the 2005-2006 school year.

IMPROVEMENT PLAN- After the second year of the plan described in section 1119(a)(2), if a State educational agency determines, based on the reports described in section 1119(b)(1), that a local educational agency in the State has failed to make progress toward meeting the annual measurable objectives described in section 1119(a)(2), for 2 consecutive years, such local educational agency shall develop an improvement plan that will enable the agency to meet such annual measurable objectives and that specifically addresses issues that prevented the agency from meeting such annual measurable objectives.

The Annual Measurable Objectives (AMO) referred to above relate to the percentage by which each year the district has met the goal of 100% highly qualified staff by moving the not highly qualified staff to highly qualified status. Illinois has committed to reduce the number of not highly qualified teachers by half in each district by the start of next year and then to reduce to zero the numbers who are not highly qualified by the start of the 2009-10 school year. When districts do not make AMO after two years and AYP after three years, the State is obliged to work with the district to budget its Title I funds in such a way as to promote the achievement of the goal of 100% highly qualified teachers.

### **What Other Pending Actions is the State Board Preparing?**

Regional superintendents in monitoring visits will be given detailed information about each school district and the status of its teachers for state requirements for assignment and for the NCLB highly qualified status.

Agency monitors will be given access to the same records noted above.

Districts will be held accountable for implementing and monitoring the plan for each teacher who needs to become highly qualified and in reporting the progress to the State Board of Education.

The public will be given access to information on ISBE's web site detailing the assignments, certificates, endorsements and highly qualified status of the teachers in each district.

The public will be given access to annual reports of the district detailing its success in achieving the highly qualified goal.

For these reasons the Certification Division recommends prompt attention to updating ECS in cases where teachers have met one of the provisions to be considered HQ but have not submitted the data to ISBE. To comply with federal requirements it is necessary to immediately begin development of plans to help your teachers who have not yet become highly qualified. If you have questions about this communication, you may address them to [bbigham@isbe.net](mailto:bbigham@isbe.net).

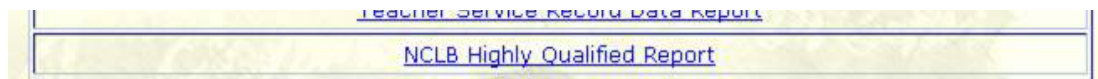
## **Addendum: Obtaining the Highly Qualified Report for your District's Staff**

The Reports section offers two links that will allow you to create printable reports of your Teacher Service Record data and/or your NCLB Highly Qualified information. The links also allow you to generate electronic versions of your Teacher Service Record data in Microsoft Word<sup>®</sup>, Microsoft Excel<sup>®</sup>, and other electronic file formats.

### **NCLB Highly Qualified Report Link**

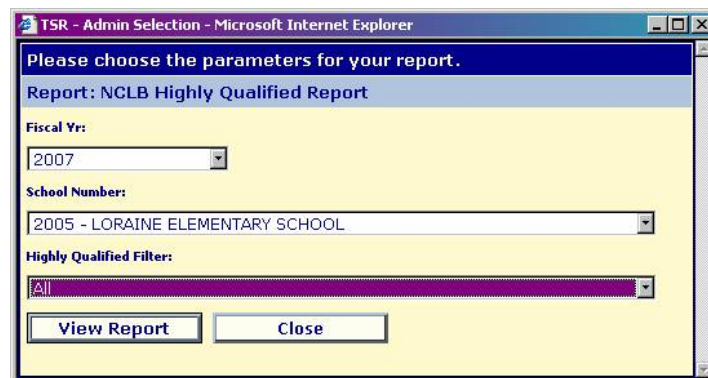
The NCLB Highly Qualified Report provides information on each educator in a school district, including teaching assignment from the Teacher Service Record, certificate(s) held, endorsements on the certificate, and status of the individual for the assignment as it relates to NCLB.

Click on the NCLB Highly Qualified Report link under Reports on the TSR Welcome page.

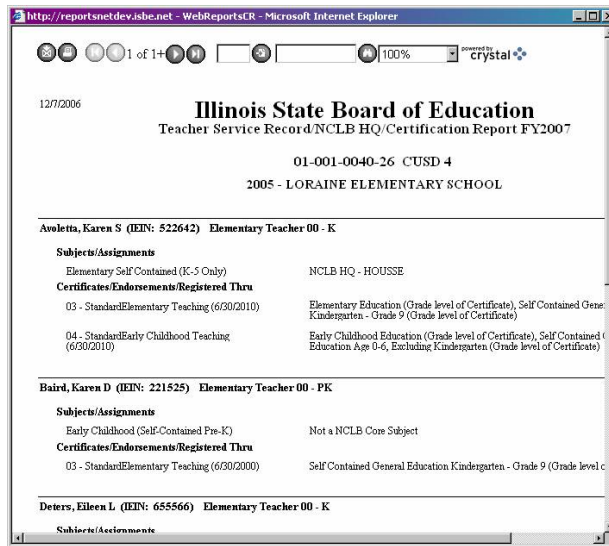


The criteria selection screen allows you to choose the parameters for your report:

1. The report fiscal year—the current fiscal year is the default selection; use the drop-down box to view data for a different fiscal year.
2. All schools in the district or a specific school building—all schools is the default selection; use the drop-down box to view data for a specific school building.
3. All educators in the district or specific school or Not NCLB Highly Qualified educators only—all educators is the default selection; use the drop-down box to view data for Not NCLB Highly Qualified educators only.

A screenshot of a web browser window titled 'TSR - Admin Selection - Microsoft Internet Explorer'. The main content area has a yellow background and a blue header that says 'Please choose the parameters for your report.' Below the header, it says 'Report: NCLB Highly Qualified Report'. There are three drop-down menus: 'Fiscal Yr:' with '2007' selected, 'School Number:' with '2005 - LORRAINE ELEMENTARY SCHOOL' selected, and 'Highly Qualified Filter:' with 'All' selected. At the bottom, there are two buttons: 'View Report' and 'Close'.

Click on View Report to generate the data report (similar to the screen below), or on Close to exit without generating a report.



**Tip for NCLB Highly Qualified Report:** To reduce the print time for this report, select only Not NCLB Highly Qualified teachers. If your school district is large, select individual school buildings **and** Not NCLB Highly Qualified teachers.

### Print Teacher Service Record Data Reports and/or NCLB Highly Qualified Reports

Clicking on View Report will display a screen that shows your selected records in a grid layout. You will be able to view each individual page of the report, print a report, and generate electronic copies of your data. In order to activate these features, you must use the buttons that appear in the upper left corner of the screen, as displayed below.



The button at the far left (an arrow pointing to an envelope) is the Export button. Click on it to display a screen where you select the type of file you wish to generate and the pages to be included. When you have chosen your file type and pages, click on Export. The File Download screen will then offer a choice of viewing the file or saving it to your computer for later use.

To the right of the Export button is the Print button (a printer). Click on it to display a screen that asks you which pages you want to print. Click on the Print box. An Adobe Acrobat® file will be generated. **Be sure to use the Adobe Acrobat® Print button,** which appears in the area below your address bar. (Do NOT use the Print function under

the File menu at the top of the page or you will have activated your browser printer and not the printer associated with the Adobe Acrobat<sup>®</sup> file you are using, and only a portion of your report will print.)

The four buttons to the right of the Print button are Navigation buttons. The left-facing arrow against a vertical bar takes you to the first page of the report. The left-facing arrow to the right of this button moves your screen back one page. The right-facing arrow advances the screen to the next page. The right-facing arrow against a vertical bar takes you to the last page of the report. A page counter that tells you which page you are on is located between the second and third buttons.

Remember that when you generate a printed or electronic report, your report will reflect the data that appear in the system at that time. For example, if you generate a printed report right after you have completed the update of your terminations, the generated report will reflect the recently made changes.

If you are working in the Data Wizard, you can move to the Reports screen by clicking on the TSR Home link, which is near the top of the screen and to the left of the link for the TSR instructions. On the TSR Home screen, click on one of the links under Reports.