

Highly Qualified Participant Activity Packet

Highly Qualified Determination Forms

Elementary Determination Forms

- 1. New Teacher**
- 2. Experienced Teacher**
- 3. Special Education Teacher**
- 4. HOUSE Elementary Worksheet**

**Determining "Highly Qualified" Status
New Elementary Teacher (PK-5)**

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

NEW TEACHER

Use the following criteria for teachers who are new to the profession, defined as having less than one year of creditable teaching experience at the time of determination.

General Elementary Curriculum

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has full state teaching certification in any area:

___ Yes ___ No

AND

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Has passed the appropriate TExES exam:

___ Yes ___ No

**Outside General Elementary Curriculum
(Music, Art, Theatre, Dance)**

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has full state teaching certification in any area:

___ Yes ___ No

AND

Has demonstrated subject competency in the area being taught in the following way:

Has passed the appropriate TExES generalist or subject exam:

___ Yes ___ No

Teacher meets the definition of Highly Qualified:

Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status
New Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

NEW TEACHER

Use the following criteria for teachers who are new to the profession, defined as having less than one year of creditable teaching experience at the time of determination.

General Elementary Curriculum

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has full state teaching certification in any area:

___ Yes ___ No

AND

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Has passed the appropriate TExES exam:

___ Yes ___ No

Outside General Elementary Curriculum
(Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has full state teaching certification in any area:

___ Yes ___ No

AND

Has demonstrated subject competency in the area being taught in the following way:

Has passed the appropriate TExES generalist or subject exam:

___ Yes ___ No

Teacher meets the definition of Highly Qualified:

Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status
New Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

NEW TEACHER

Use the following criteria for teachers who are new to the profession, defined as having less than one year of creditable teaching experience at the time of determination.

General Elementary Curriculum

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has full state teaching certification in any area:

___ Yes ___ No

AND

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Has passed the appropriate TExES exam:

___ Yes ___ No

Outside General Elementary Curriculum
(Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has full state teaching certification in any area:

___ Yes ___ No

AND

Has demonstrated subject competency in the area being taught in the following way:

Has passed the appropriate TExES generalist or subject exam:

___ Yes ___ No

Teacher meets the definition of Highly Qualified:

Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status Experienced Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

General Elementary Curriculum

Holds at least a Bachelor's Degree:
 Yes No

AND

Has full state teaching certification in any area:
 Yes No

AND

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:
 Yes No

OR

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Yes No

OR

Meets the criteria for HOUSE Option A*
 Yes No

Outside General Elementary Curriculum (Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:
 Yes No

AND

Has full state teaching certification in any area:
 Yes No

AND

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:
 Yes No

OR

Has passed the appropriate TExES exam:
 Yes No

OR

Meets the criteria for HOUSE Option A*
 Yes No

*If using HOUSE Option A to demonstrate competency, the teacher must either have 1) a year of experience in 2008-2009 or earlier or 2) be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.

Teacher meets the definition of Highly Qualified:
Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

**Determining "Highly Qualified" Status
Experienced Elementary Teacher (PK-5)**

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

General Elementary Curriculum

Holds at least a Bachelor's Degree:
 Yes No

AND

Has full state teaching certification in any area:
 Yes No

AND

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:
 Yes No

OR

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Yes No

OR

Meets the criteria for HOUSE Option A*
 Yes No

**Outside General Elementary Curriculum
(Music, Art, Theatre, Dance)**

Holds at least a Bachelor's Degree:
 Yes No

AND

Has full state teaching certification in any area:
 Yes No

AND

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:
 Yes No

OR

Has passed the appropriate TExES exam:
 Yes No

OR

Meets the criteria for HOUSE Option A*
 Yes No

*If using HOUSE Option A to demonstrate competency, the teacher must either have 1) a year of experience in 2008-2009 or earlier or 2) be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.

Teacher meets the definition of Highly Qualified:
Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status Experienced Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

General Elementary Curriculum

Holds at least a Bachelor's Degree:
 Yes No

AND

Has full state teaching certification in any area:
 Yes No

AND

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:
 Yes No

OR

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Yes No

OR

Meets the criteria for HOUSE Option A*
 Yes No

Outside General Elementary Curriculum (Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:
 Yes No

AND

Has full state teaching certification in any area:
 Yes No

AND

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:
 Yes No

OR

Has passed the appropriate TExES exam:
 Yes No

OR

Meets the criteria for HOUSE Option A*
 Yes No

*If using HOUSE Option A to demonstrate competency, the teacher must either have 1) a year of experience in 2008-2009 or earlier or 2) be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.

Teacher meets the definition of Highly Qualified:
Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status
Special Education Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

New Special Education Teacher

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has appropriate Texas Special Education teaching certification:

___ Yes ___ No

AND

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

___ Yes ___ No

Experienced Special Education Teacher

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has appropriate Texas Special Education teaching certification:

___ Yes ___ No

AND

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed the appropriate TExES Generalist or ExCET Comprehensive exam:

___ Yes ___ No

OR

Meets the criteria for HOUSE Option A*

___ Yes ___ No

Note: New Special Education teachers who teach multiple subjects and are highly qualified at the time of hire in math, language arts, or science may demonstrate highly qualified in other subject areas within 2 years after the date of employment. Demonstration of highly qualified in "other" subjects may include HOUSE A for elementary after one creditable year of experience is obtained.

All teachers with any assignment in the General Elementary Curriculum must have documentation showing the teacher is Highly Qualified in the General Elementary Curriculum.

***If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher meets the definition of Highly Qualified:

Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status
Special Education Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

New Special Education Teacher

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has appropriate Texas Special Education teaching certification:

___ Yes ___ No

AND

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

___ Yes ___ No

Experienced Special Education Teacher

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has appropriate Texas Special Education teaching certification:

___ Yes ___ No

AND

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed the appropriate TExES Generalist or ExCET Comprehensive exam:

___ Yes ___ No

OR

Meets the criteria for HOUSE Option A*

___ Yes ___ No

Note: New Special Education teachers who teach multiple subjects and are highly qualified at the time of hire in math, language arts, or science may demonstrate highly qualified in other subject areas within 2 years after the date of employment. Demonstration of highly qualified in "other" subjects may include HOUSE A for elementary after one creditable year of experience is obtained.

All teachers with any assignment in the General Elementary Curriculum must have documentation showing the teacher is Highly Qualified in the General Elementary Curriculum.

***If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher meets the definition of Highly Qualified:

Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status
Special Education Elementary Teacher (PK-5)

Teacher's Name: _____

Date: _____

This documentation must be maintained in teacher's service record or personnel file.

New Special Education Teacher

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has appropriate Texas Special Education teaching certification:

___ Yes ___ No

AND

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

___ Yes ___ No

Experienced Special Education Teacher

Holds at least a Bachelor's Degree:

___ Yes ___ No

AND

Has appropriate Texas Special Education teaching certification:

___ Yes ___ No

AND

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed the appropriate TExES Generalist or ExCET Comprehensive exam:

___ Yes ___ No

OR

Meets the criteria for HOUSE Option A*

___ Yes ___ No

Note: New Special Education teachers who teach multiple subjects and are highly qualified at the time of hire in math, language arts, or science may demonstrate highly qualified in other subject areas within 2 years after the date of employment. Demonstration of highly qualified in "other" subjects may include HOUSE A for elementary after one creditable year of experience is obtained.

All teachers with any assignment in the General Elementary Curriculum must have documentation showing the teacher is Highly Qualified in the General Elementary Curriculum.

***If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher meets the definition of Highly Qualified:

Yes _____ *No _____

Signature of Authorized Administrator

Date

*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

Determining "Highly Qualified" Status
HOUSE Worksheet for Experienced Elementary Teachers
Used to Demonstrate Subject Competency

Teacher's Name: _____ Date: _____

HOUSE OPTION A

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

___ Yes ___ No

AND

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: _____

AND

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

Documentation of HOUSE:

1) Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

___ One creditable year of experience in 2008-2009 or earlier and all points earned prior to June 1, 2010

OR

2) Continued Allowable Uses of HOUSE:

___ Visiting international teacher

___ Validation (determined by TEA only)
TEA notification date _____

Signature of Authorized Administrator

Date

Determining "Highly Qualified" Status
HOUSE Worksheet for Experienced Elementary Teachers
Used to Demonstrate Subject Competency

Teacher's Name: _____ Date: _____

HOUSE OPTION A

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

___ Yes ___ No

AND

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: _____

AND

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

Documentation of HOUSE:

1) Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

___ One creditable year of experience in 2008-2009 or earlier and all points earned prior to June 1, 2010

OR

2) Continued Allowable Uses of HOUSE:

___ Visiting international teacher

___ Validation (determined by TEA only)
TEA notification date _____

Signature of Authorized Administrator

Date

Determining "Highly Qualified" Status
HOUSE Worksheet for Experienced Elementary Teachers
Used to Demonstrate Subject Competency

Teacher's Name: _____ Date: _____

HOUSE OPTION A

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

___ Yes ___ No

AND

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: _____

AND

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

Documentation of HOUSE:

1) Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

___ One creditable year of experience in 2008-2009 or earlier and all points earned prior to June 1, 2010

OR

2) Continued Allowable Uses of HOUSE:

___ Visiting international teacher

___ Validation (determined by TEA only)
TEA notification date _____

Signature of Authorized Administrator

Date

Secondary Determination Forms

- 1. Secondary**
- 2. HOUSE Secondary**
- 3. Secondary Special Education**
- 4. HOUSE Secondary Special Education**
- 5. Secondary CTE/Tech Apps**
- 6. HOUSE Secondary CTE/Tech Apps**

Determining "Highly Qualified" Status Secondary Teacher (6-12)

Teacher's Name: _____

Date: _____

The following criteria must be met by any secondary teacher teaching a core academic subject to meet the definition of "highly qualified".

Holds at least a bachelor's degree: _____ Yes _____ No

AND

Has full state teaching certification in any area: _____ Yes _____ No

In addition to the two criteria above, secondary teachers must demonstrate subject competency in every core academic subject area teaching assignment.

A secondary teacher may demonstrate subject competency in one of the following ways. Documentation must be maintained in teacher's service record or personnel file.

<p>Subject #1: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>	<p>Subject #2: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>	<p>Subject #3: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>
<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No* *The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>	<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No* *The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>	<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No* *The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>

*If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.

Signature of Authorized Administrator

Date

Determining "Highly Qualified" Status Secondary Teacher (6-12)

Teacher's Name: _____

Date: _____

The following criteria must be met **by any secondary teacher** teaching a core academic subject to meet the definition of "highly qualified".

Holds at least a bachelor's degree: _____ Yes _____ No

AND

Has full state teaching certification in any area: _____ Yes _____ No

In addition to the two criteria above, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

A secondary teacher may demonstrate subject competency in one of the following ways. Documentation must be maintained in teacher's service record or personnel file.

<p>Subject #1: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>	<p>Subject #2: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>	<p>Subject #3: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>
<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No*</p> <p>*The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>	<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No*</p> <p>*The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>	<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No*</p> <p>*The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>

***If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.**

Signature of Authorized Administrator

Date

Determining "Highly Qualified" Status Secondary Teacher (6-12)

Teacher's Name: _____

Date: _____

The following criteria must be met **by any secondary teacher** teaching a core academic subject to meet the definition of "highly qualified".

Holds at least a bachelor's degree: _____ Yes _____ No

AND

Has full state teaching certification in any area: _____ Yes _____ No

In addition to the two criteria above, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

A secondary teacher may demonstrate subject competency in one of the following ways. Documentation must be maintained in teacher's service record or personnel file.

<p>Subject #1: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>	<p>Subject #2: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>	<p>Subject #3: _____ Has passed the appropriate ExCET exam: _____ Yes _____ No OR Has passed the appropriate TExES exam: _____ Yes _____ No OR Has an academic major in the subject taught: _____ Yes _____ No OR Has a Graduate Degree in the subject taught: _____ Yes _____ No OR Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No OR Meets HOUSE* Option for Secondary Teachers <i>(This option is only allowable for teachers who have had a least one year ((90 days)) of experience and is eligible for one of the allowable continued uses of HOUSE options.)</i> _____ Yes _____ No</p>
<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No* *The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>	<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No* *The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>	<p>Teacher meets definition of highly qualified for this subject: _____ Yes _____ No* *The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.</p>

***If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.**

Signature of Authorized Administrator

Date

Determining "Highly Qualified" Status
HOUSE Worksheet for **Experienced Secondary** Teachers
 Used to Demonstrate Subject Competency

Teacher's Name: _____

Date: _____

Subject #1: _____	Subject #2: _____																				
<p>Competency is demonstrated by meeting all of the following criteria:</p> <p>The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)</p> <p style="text-align: center;">___ Yes ___ No</p> <p style="text-align: center;">AND</p> <p>The teacher has a minimum of 24 points derived as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; border-bottom: 1px solid black;"><u>Points</u></td> </tr> <tr> <td>1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>1 point for each hour of college coursework in the subject to be taught or in a closely related field</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">Total Points:</td> <td style="text-align: right;">_____</td> </tr> </table> <p style="text-align: center;">AND</p> <p>At least 6 points represent the specific subject to be taught</p> <p style="text-align: center;">___ Yes ___ No</p>		<u>Points</u>	1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points)	_____	1 point for each hour of college coursework in the subject to be taught or in a closely related field	_____	1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.	_____	Total Points:	_____	<p>Competency is demonstrated by meeting all of the following criteria:</p> <p>The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)</p> <p style="text-align: center;">___ Yes ___ No</p> <p style="text-align: center;">AND</p> <p>The teacher has a minimum of 24 points derived as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; border-bottom: 1px solid black;"><u>Points</u></td> </tr> <tr> <td>1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>1 point for each hour of college coursework in the subject to be taught or in a closely related field</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">Total Points:</td> <td style="text-align: right;">_____</td> </tr> </table> <p style="text-align: center;">AND</p> <p>At least 6 points represent the specific subject to be taught</p> <p style="text-align: center;">___ Yes ___ No</p>		<u>Points</u>	1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points)	_____	1 point for each hour of college coursework in the subject to be taught or in a closely related field	_____	1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.	_____	Total Points:	_____
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Closely Related Fields (For CTE courses accepted for graduation credit in a core academic subject area, other CTE courses in the same CTE courses in the same CTE Career Cluster are acceptable as closely related fields.)

English* Reading Speech Journalism	Reading/LA English Speech Journalism	History * Geography Government Economics Political Science	Economics * Government History Geography Political Science	Geography * History Economics Government Political Science	Arts* Art Music Theatre Dance	Civics and Government * History Economics Geography Political Science	Foreign Language NONE
Science* Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	Mathematics* Engineering Statistics Accounting * any other course approved by SBOE for graduation credit in the subject area	_____ Signature of Authorized Administrator		_____ Date			

Determining "Highly Qualified" Status
HOUSE Worksheet for **Experienced Secondary** Teachers
 Used to Demonstrate Subject Competency

Teacher's Name: _____

Date: _____

Subject #1: _____	Subject #2: _____																														
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Determining "Highly Qualified" Status
HOUSE Worksheet for **Experienced Secondary** Teachers
 Used to Demonstrate Subject Competency

Teacher's Name: _____

Date: _____

Subject #1: _____	Subject #2: _____																														
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Determining "Highly Qualified" Status Secondary Special Education Teacher (6-12)

Teacher's Name: _____

Date: _____

The following criteria must be met **by any secondary teacher** teaching a special education core academic subject to meet the definition of "highly qualified".

Holds at least a bachelor's degree: _____ Yes _____ No

AND

Has appropriate state **special education teaching certification**: _____ Yes _____ No

In addition, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

Any secondary teacher may demonstrate subject competency for any core academic subject taught in one of the following ways.
Documentation must be maintained in teacher's service record or personnel file.

New Teacher

Use the following criteria for teachers who are new to the profession, defined as having less than one year (90 days) of creditable teaching experience, prior to the start of the current school year.

Subject: _____

Has passed the appropriate TExES Generalist exam: _____ Yes _____ No

OR

Has an academic major in the subject taught: _____ Yes _____ No

OR

Has a Graduate Degree in the subject taught: _____ Yes _____ No

OR

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No

OR

(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)

Meets Highly Qualified for Elementary: _____ Yes _____ No
(Attach Elementary Highly Qualified Worksheet)

Experienced Teacher

Use the following criteria for teachers who had at least one year (90 days) of creditable teaching experience as of the start of the current school year.

Subject: _____

Has passed the appropriate ExCET exam: _____ Yes _____ No

OR

Has passed the appropriate TExES exam: _____ Yes _____ No

OR

Has academic major in the subject taught: _____ Yes _____ No

OR

Has Graduate Degree in the subject taught: _____ Yes _____ No

OR

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No

OR

Meets HOUSE* Option for Secondary Teachers _____ Yes _____ No

OR

(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)

Meets Highly Qualified for Elementary: _____ Yes _____ No
(Attach Elementary Highly Qualified Worksheet)

Teacher meets definition of highly qualified for this subject:
_____ Yes _____ No*

Teacher meets definition of highly qualified for this subject:
_____ Yes _____ No*

TExES Exams meeting subject competency requirements for 6th-8th grades:
EC-12 Special Ed. (Reading/LA or Math)
4-8 Generalist (Reading/LA, Math, Science, Social Studies)
4-8 Content Specific Exam (for specific content area only)

Note: New Special Ed teachers who teach multiple subjects and are highly qualified in math, language arts, or science at the time of hire may demonstrate highly qualified in other subject areas within 2 years after the date of employment, which may include using HOUSE after one year of teaching experience.

Signature of Authorized Administrator

Date

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OR

(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)

Meets Highly Qualified for Elementary: _____ Yes _____ No
(Attach Elementary Highly Qualified Worksheet)

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OR

(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)

Meets Highly Qualified for Elementary: _____ Yes _____ No
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(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)

Meets Highly Qualified for Elementary: _____ Yes _____ No
(Attach Elementary Highly Qualified Worksheet)

Experienced Teacher

Use the following criteria for teachers who had at least one year (90 days) of creditable teaching experience as of the start of the current school year.

Subject: _____

Has passed the appropriate ExCET exam: _____ Yes _____ No

OR

Has passed the appropriate TExES exam: _____ Yes _____ No

OR

Has academic major in the subject taught: _____ Yes _____ No

OR

Has Graduate Degree in the subject taught: _____ Yes _____ No

OR

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): _____ Yes _____ No

OR

Meets HOUSE* Option for Secondary Teachers _____ Yes _____ No

OR

(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)

Meets Highly Qualified for Elementary: _____ Yes _____ No
(Attach Elementary Highly Qualified Worksheet)

Teacher meets definition of highly qualified for this subject:
_____ Yes _____ No*

Teacher meets definition of highly qualified for this subject:
_____ Yes _____ No*

TExES Exams meeting subject competency requirements for 6th-8th grades:
EC-12 Special Ed. (Reading/LA or Math)
4-8 Generalist (Reading/LA, Math, Science, Social Studies)
4-8 Content Specific Exam (for specific content area only)

Note: New Special Ed teachers who teach multiple subjects and are highly qualified in math, language arts, or science at the time of hire may demonstrate highly qualified in other subject areas within 2 years after the date of employment, which may include using HOUSE after one year of teaching experience.

Signature of Authorized Administrator

Date

Determining "Highly Qualified" Status
Appropriate Level of Knowledge/HOUSE Worksheet for
Secondary Special Education Teachers
 Used to Demonstrate Subject Competency

Teacher's Name: _____ Subject: _____ Date: _____

To demonstrate subject area competency through the appropriate level of knowledge option or the HOUSE option, the special education teacher must document one creditable year of teaching experience in the subject being taught or a closely related field and document 24 points from the following:

- | | Points Received |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Meets the standard for Elementary Highly Qualified: (see special note #1)
(9 points for competency in Reading/Language Arts, Math, Science, or Social Studies) | _____ (9) |
| OR | |
| Passing an appropriate TExES Certification Exam:
(12 points for any of the following:)
EC-12 Special Education (Competency in Reading/LA or Math)
4-8 Generalist (Competency in Reading/LA, Math, Science, or Social Studies)
4-8 Content Specific Exam (for specific content area only) | _____ (12) |
| AND | |
| 1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points-see special note #2) | _____ |
| OR | |
| 1 point for each hour of college coursework in the subject to be taught or in a closely related field (see special note #3) | _____ |
| OR | |
| 1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.
(see special note #3) | _____ |

Total Points: (Must equal or exceed 24 points) _____

At least 6 points represent the specific subject to be taught: ___ Yes ___ No

Documentation of HOUSE:*

___ At least one year (90 days) of creditable teaching experience as of the start of the current school year

*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

Continued Allowable Uses of HOUSE: (after one creditable year of experience)

- ___ Rural multi-subject secondary
 ___ Multi-subject special education
 ___ Visiting international teacher
 ___ Secondary foreign language with no certification exam
 ___ Math or Science Secondary teacher
 ___ Validation (determined by TEA only) TEA notification date _____

Special Notes:

1. If using the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher MAY NOT count the same college coursework or professional development for meeting Elementary HOUSE and Secondary Special Education HOUSE.
2. If using the Elementary teaching experience under the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher may only count a maximum of 12 years teaching experience in any combination under this HOUSE option.
3. Districts MAY allow 6 points of college coursework or professional development for Special Education strategies or modifications courses or trainings.
4. The list of Closely Related Fields below is not all inclusive; however, districts must maintain documentation on any other fields considered as closely related at the local level.

Closely Related Fields

English* Reading Speech Journalism	Reading/LA English Speech Journalism	History* Geography Government Economics Political Science	Economics* Government History Geography Political Science	Geography* History Economics Government Political Science	Arts * Art Music Theatre Dance	Civics and Government * History Economics Geography Political Science	Foreign Language NONE
----------------------------------------------------	------------------------------------------------------	------------------------------------------------------------------------------	------------------------------------------------------------------------------	------------------------------------------------------------------------------	---------------------------------------------------	------------------------------------------------------------------------------------------	---------------------------------

Science* Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	Mathematics* Engineering Statistics Accounting * any other course approved by SBOE for graduation credit in the subject area.
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 Signature of Authorized Administrator

 Date

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Determining "Highly Qualified" Status
Appropriate Level of Knowledge/HOUSE Worksheet for
Secondary Special Education Teachers
 Used to Demonstrate Subject Competency

Teacher's Name: _____ Subject: _____ Date: _____

To demonstrate subject area competency through the appropriate level of knowledge option or the HOUSE option, the special education teacher must document one creditable year of teaching experience in the subject being taught or a closely related field and document 24 points from the following:

- | | Points Received |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Meets the standard for Elementary Highly Qualified: (see special note #1)
(9 points for competency in Reading/Language Arts, Math, Science, or Social Studies) | _____ (9) |
| OR | |
| Passing an appropriate TExES Certification Exam:
(12 points for any of the following:)
EC-12 Special Education (Competency in Reading/LA or Math)
4-8 Generalist (Competency in Reading/LA, Math, Science, or Social Studies)
4-8 Content Specific Exam (for specific content area only) | _____ (12) |
| AND | |
| 1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points-see special note #2) | _____ |
| OR | |
| 1 point for each hour of college coursework in the subject to be taught or in a closely related field (see special note #3) | _____ |
| OR | |
| 1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.
(see special note #3) | _____ |

Total Points: (Must equal or exceed 24 points) _____

At least 6 points represent the specific subject to be taught: ___ Yes ___ No

Documentation of HOUSE:*
 ___ At least one year (90 days) of creditable teaching experience as of the start of the current school year

*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

Continued Allowable Uses of HOUSE: (after one creditable year of experience)
 ___ Rural multi-subject secondary
 ___ Multi-subject special education
 ___ Visiting international teacher
 ___ Secondary foreign language with no certification exam
 ___ Math or Science Secondary teacher
 ___ Validation (determined by TEA only) TEA notification date _____

- Special Notes:**
1. If using the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher MAY NOT count the same college coursework or professional development for meeting Elementary HOUSE and Secondary Special Education HOUSE.
 2. If using the Elementary teaching experience under the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher may only count a maximum of 12 years teaching experience in any combination under this HOUSE option.
 3. Districts MAY allow 6 points of college coursework or professional development for Special Education strategies or modifications courses or trainings.
 4. The list of Closely Related Fields below is not all inclusive; however, districts must maintain documentation on any other fields considered as closely related at the local level.

Closely Related Fields

English* Reading Speech Journalism	Reading/LA English Speech Journalism	History* Geography Government Economics Political Science	Economics* Government History Geography Political Science	Geography* History Economics Government Political Science	Arts * Art Music Theatre Dance	Civics and Government * History Economics Geography Political Science	Foreign Language NONE
Science* Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	Mathematics* Engineering Statistics Accounting * any other course approved by SBOE for graduation credit in the subject area.	<p style="text-align: center;">_____ Signature of Authorized Administrator</p> <p style="text-align: right;">_____ Date</p>					

Determining "Highly Qualified" Status
Appropriate Level of Knowledge/HOUSE Worksheet for
Secondary Special Education Teachers
 Used to Demonstrate Subject Competency

Teacher's Name: _____ Subject: _____ Date: _____

To demonstrate subject area competency through the appropriate level of knowledge option or the HOUSE option, the special education teacher must document one creditable year of teaching experience in the subject being taught or a closely related field and document 24 points from the following:

- | | Points Received |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Meets the standard for Elementary Highly Qualified: (see special note #1)
(9 points for competency in Reading/Language Arts, Math, Science, or Social Studies) | _____ (9) |
| OR | |
| Passing an appropriate TExES Certification Exam:
(12 points for any of the following:)
EC-12 Special Education (Competency in Reading/LA or Math)
4-8 Generalist (Competency in Reading/LA, Math, Science, or Social Studies)
4-8 Content Specific Exam (for specific content area only) | _____ (12) |
| AND | |
| 1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points-see special note #2) | _____ |
| OR | |
| 1 point for each hour of college coursework in the subject to be taught or in a closely related field (see special note #3) | _____ |
| OR | |
| 1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.
(see special note #3) | _____ |

Total Points: (Must equal or exceed 24 points) _____

At least 6 points represent the specific subject to be taught: ___ Yes ___ No

Documentation of HOUSE:*

___ At least one year (90 days) of creditable teaching experience as of the start of the current school year

*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

Continued Allowable Uses of HOUSE: (after one creditable year of experience)

- ___ Rural multi-subject secondary
 ___ Multi-subject special education
 ___ Visiting international teacher
 ___ Secondary foreign language with no certification exam
 ___ Math or Science Secondary teacher
 ___ Validation (determined by TEA only) TEA notification date _____

Special Notes:

1. If using the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher MAY NOT count the same college coursework or professional development for meeting Elementary HOUSE and Secondary Special Education HOUSE.
2. If using the Elementary teaching experience under the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher may only count a maximum of 12 years teaching experience in any combination under this HOUSE option.
3. Districts MAY allow 6 points of college coursework or professional development for Special Education strategies or modifications courses or trainings.
4. The list of Closely Related Fields below is not all inclusive; however, districts must maintain documentation on any other fields considered as closely related at the local level.

Closely Related Fields

English* Reading Speech Journalism	Reading/LA English Speech Journalism	History* Geography Government Economics Political Science	Economics* Government History Geography Political Science	Geography* History Economics Government Political Science	Arts * Art Music Theatre Dance	Civics and Government * History Economics Geography Political Science	Foreign Language NONE
Science* Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	Mathematics* Engineering Statistics Accounting * any other course approved by SBOE for graduation credit in the subject area.	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Signature of Authorized Administrator</div> <div style="width: 35%; border-top: 1px solid black; border-bottom: 1px solid black; text-align: center;">Date</div> </div>					

Determining "Highly Qualified" Status for Assignments that Satisfy

Specific Graduation Requirements in a Core Academic Subject Area (CASA)

Teacher's Name: _____

Date: _____

The following criteria must be met by any **teacher** assigned to a course that may satisfy a specific graduation requirement in a core academic subject area (CASA) to meet the definition of "highly qualified."

Holds at least a bachelor's degree: _____Yes _____No

AND

Has full state teaching certification in any area: _____Yes _____No

Course: _____

Core Academic Subject Area (CASA): _____

Has passed the appropriate ExCET or TExES Content exam: _____Yes _____No

(CTE and Technology Application certification exams do not meet the HQ requirements in a CASA.)

OR

Has an academic major in the CASA: _____Yes _____No

OR

Has a Graduate Degree in the CASA: _____Yes _____No

OR

Has coursework equivalent to an undergraduate major in the CASA (24 hours with 12 being upper division): _____Yes _____No

OR

Meets HOUSE* Option for Secondary Teachers _____Yes _____No

(This option is only allowable for teachers who have had at least one year of experience in the subject or a closely related field.)

Teacher meets the definition of highly qualified for this subject:

_____Yes _____No*

* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Courses Include:

Science: Advanced Animal Science, Advanced Biotechnology, Advanced Plant and Soil Science, Anatomy and Physiology, Engineering Design and Problem Solving, Food Science, Forensic Science, Medical Microbiology, Pathophysiology, Principles of Technology, Scientific Research and Design

Mathematics: Mathematical Application in Agriculture, Food, and Natural Resources; Statistics and Risk Management; Advanced Quantitative Reasoning, Engineering Mathematics

English: Business English

Fine Arts: Principles and Elements of Floral Design, Digital Art and Animation, 3-D Modeling and Animation

***If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach a HOUSE worksheet for each CASA.**

Signature of Authorized Administrator

Date

HOUSE Worksheet for Assignments that Satisfy Specific Graduation Requirements in a Core Academic Subject Area (CASA)

Teacher's Name: _____

Date: _____

Course: _____ Core Academic Subject Area (CASA): _____

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher must have at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the course, Core Academic Subject Area (CASA) or closely related field (see lists below).

Yes No

AND

The teacher has a minimum of 24 points derived as follows:

	Points
1 point for each year of teaching experience in the course, secondary CASA or closely related field (maximum of 12 points)	_____
1 point for each hour of college coursework in the course, secondary CASA or closely related field	_____
1 point for every 15 hours of Professional Development in the course, CASA or closely related field that meets the standards for CPE credit.	_____
Total Points:	_____

AND

At least 6 points represent the specific subject to be taught

Yes No

Courses Include:

Science: Advanced Animal Science, Advanced Biotechnology, Advanced Plant and Soil Science, Anatomy and Physiology, Engineering Design and Problem Solving, Food Science, Forensic Science, Medical Microbiology, Pathophysiology, Principles of Technology, Scientific Research and Design

Mathematics: Mathematical Application in Agriculture, Food, and Natural Resources; Statistics and Risk Management; Advanced Quantitative Reasoning; Engineering Mathematics

English: Business English

Fine Arts: Principles and Elements of Floral Design, Digital Art and Animation, 3-D Modeling and Animation

Documentation of HOUSE Eligibility:

_____ At least one year (90 days) of creditable teaching experience in the course, CASA or closely related field as of the start of the current school year.

Closely Related Fields (For CTE courses accepted for graduation credit in a CASA, other CTE courses in the same CTE Career Cluster are acceptable as **closely related fields**.)

Science*
Life Sciences
Physical Sciences
Biology
Earth Science
Physics
Chemistry

Mathematics*
Engineering
Statistics
Accounting

Arts*
Art
Music
Theatre
Dance

English*
Reading
Speech
Journalism

*or any other course approved by SBOE for graduation credit in the CASA

Signature of Authorized Administrator

Date

Scenario 1: Is Annie Highly Qualified?

Annie is a recent graduate of an accredited Texas university with a 4-8 math certificate. She taught 7th and 8th grade math her first year at a Middle School in 2013-2014. Her principal wants to assign her to a 5th grade math class in 2014-2015. Is she Highly Qualified for 5th grade math?

Scenario 2: Is Lisa Highly Qualified?

Lisa is a certified elementary teacher who holds a bachelor's degree. She taught 6 years in grades 3,4,5,6, teaching all four subjects 5 of those years. She began in 1985 and became a consultant in 1995. She has now returned to teach fifth grade in your district. She has not taken any ExCET or TExES exams. You are able to document college coursework in Physics (6 hrs.), Math (6 hrs.), and English (9 hrs.).

Scenario 3: Is Rebecca Highly Qualified?

Rebecca is beginning her second year as a teacher at your high school. She will again teach 5 sections of English and 1 of history. She has a bachelor's degree in secondary education, as well as a master's degree in English. She has 9 hours of history courses on her college transcript, but no hours in related fields (govt., economics, etc). She has secondary English certification and has taught 18 years. She began teaching in 1969, so she has not taken any ExCET/TEXES exams. To date, she has received 45 hours of professional development in history.

Scenario 4: Is Kristen Highly Qualified?

Kristen is a special education teacher at your campus. She has provided math and reading instruction for 3rd-5th grade students for 8 years, starting in 2000-01. She has a bachelor's degree from the University of Texas in Marketing and attained her special education ExCET through an Alternative Certification Program. She has at least 2 college courses in math, science, and social studies, but only 1 English course. She recently passed the ELAR/Social Studies 4-8 TExES. Is she highly qualified?

Scenario 5: Is Joey Highly Qualified?

Joey is a secondary special education teacher who teaches reading and math to 7th-12th grade special education students. He holds a bachelor's degree, has taken and passed the EC-12 special education TExES, and has 2 years of experience teaching these same classes. On his transcript, he has 6 hours of reading, 6 hours of English, and 3 hours of math. Over the past two summers, he has accumulated 24 hours of professional development from math related workshops and 6 hours in special education modifications. Is he highly qualified?