



# TEXAS EDUCATION AGENCY

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Robert Scott  
Commissioner

December 3, 2008

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Equitable Distribution of Teachers Analysis in the  
Highly Qualified Teacher Continuous Improvement Plan Process

In accordance with Section 2141 of the No Child Left Behind (NCLB) Act and Texas' State Highly Qualified Teacher Plan, any local education agency (LEA) reporting less than 100% of core academic subject area classes as being taught by highly qualified teachers on its 2008-2009 Highly Qualified Teacher Compliance Reports (due November 3, 2008), is required to complete the Highly Qualified Teacher Continuous Improvement Planning process. To meet this requirement, LEAs must complete and submit to the Texas Education Agency (TEA) a Highly Qualified Teacher Focused Data Analysis (HQTFDA) and a Highly Qualified Teacher Continuous Improvement Plan (HQTICIP) by **January 15, 2009**.

Section I of the HQTFDA is an equity analysis that requires LEAs to review and analyze the distribution of highly qualified and inexperienced teachers between its low- and high-poverty campuses and its low- and high-minority campuses. An LEA must complete this section if it 1) has multiple attendance areas and 2) demonstrates a significant poverty gap (20.61%) between its low- and high-poverty schools and/or a significant minority gap (31.70%) between its low- and high-minority schools.

Your LEA meets the criterion listed above for low- and high-poverty campuses and/or low- and high-minority campuses. Therefore, since your LEA reported less than 100% of core academic subject area classes as being taught by highly qualified teachers on the 2008-2009 Highly Qualified Teacher Reports, your LEA is required to complete an equity analysis (Section 1 of the HQTFDA), along with the other required process components of the Highly Qualified Teacher Continuous Improvement Plan process.

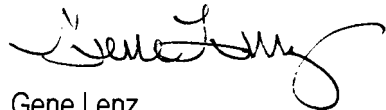
Included with this letter is an Equity Distribution Report for your low- and high-poverty campuses and/or your low- and high-minority campuses. This report will aid your LEA in this equity analysis process. In addition to the report, process flowcharts that outline the selection criteria for equity analysis as well as the statistical calculations used to determine the significant poverty and minority gaps are included.

Training and technical assistance related to the equity analysis as well as the entire Highly Qualified Teacher Continuous Improvement Planning process is available at your Education Service Center (ESC).

The NCLB Title I contact at your ESC can provide additional information related to the available training and technical assistance. A list of ESC NCLB and Title I contacts by region is available at <http://www.tea.state.tx.us/nclb/PDF/RegionContactsWebList.pdf>. The required template for the HQTFDA is available at <http://www.tea.state.tx.us/nclb/ImprovementPlan.html>.

If you have any questions related to the Highly Qualified Teacher Equity Analysis or any part of the HQT Continuous Improvement Planning process, please contact Mr. Scott Lewis in the Division of NCLB Program Coordination by phone at (512) 463-9374 or by electronic mail at [scott.lewis@tea.state.tx.us](mailto:scott.lewis@tea.state.tx.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Gene Lenz", with a stylized flourish at the end.

Gene Lenz  
Deputy Associate Commissioner  
for Special Programs

Attachments