

## Determining "Highly Qualified" Status Secondary Teacher (7-12)

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 the teacher's service record or personnel file.**

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 *(This option is only allowable for teachers who had at least one year (90 days) of experience prior to 2006-2007 school year or is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

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 *(This option is only allowable for teachers who had at least one year (90 days) of experience prior to 2006-2007 school year or is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

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 *(This option is only allowable for teachers who had at least one year (90 days) of experience prior to 2006-2007 school year or is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

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.

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.

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.

**\*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