



TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ <http://www.tea.state.tx.us>

Robert Scott
Commissioner

December 3, 2008

ACTION REQUIRED

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Required Highly Qualified Continuous Focused Data Analysis (HQTFDA) and Highly Qualified Continuous Improvement Plan (HQTCIP) Submission

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) not reporting 100% of core academic subject area classes as being taught by highly qualified teachers on its 2008-2009 Highly Qualified Teacher Compliance Reports, 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 district-level Highly Qualified Teacher Focused Data Analysis (HQTFDA) and a Highly Qualified Teacher Continuous Improvement Plan (HQTCIP) by **January 15, 2009**.

LEAs that did not meet the 100% HQ requirement solely due to teachers that fall under the "new secondary multi-subject teachers in rural districts" or "new multi-subject special education teachers" flexibility options must complete the HQTFDA and HQTCIP, but may retain them locally. However, a letter must be submitted to TEA in lieu of the HQTFDA and HQTCIP to indicate that this flexibility is being exercised by the LEA. The specific data to include in the letter are outlined on the attachment.

LEAs that fall into any of the additional three categories listed below will be required to submit a letter to TEA in lieu of the HQTFDA and HQTCIP. The specific data to include in each of the letters are outlined on the attachment.

- LEA was not 100% highly qualified on September 15, 2008, as reported on the Highly Qualified Reports submitted by the November 3, 2008, deadline, but became 100% highly qualified prior to January 15, 2008;
- LEA was 100% highly qualified on September 15, 2008, but did not submit the Highly Qualified Reports for all campuses in the LEA by the November 3, 2008, deadline; or
- LEA was 100% highly qualified on September 15, 2008, but due to data error reported less than 100% highly qualified on one or more of the Highly Qualified Reports submitted by the LEA by November 3, 2008, deadline.

Documents may be submitted by fax or postal mail. Failure to comply with this submission deadline may cause the LEA's 2009 Initial Compliance Review (ICR) score in the 2009 NCLB desk audit process and subsequent compliance interventions to be elevated.

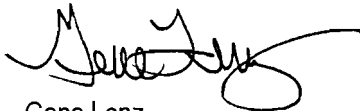
Fax: (512) 305-9447

Address: Texas Education Agency
Attn: Scott Lewis
Division of NCLB Program Coordination
1701 North Congress Ave.
Austin, TX 78701

The required templates for the HQTFDA and HQTICIP may be accessed at <http://www.tea.state.tx.us/nclb/ImprovementPlan.html>. Additional information regarding plan requirements is available in the To the Administrator Addressed letter dated September 22, 2008, regarding Highly Qualified Teacher Requirements located at <http://www.tea.state.tx.us/taa/specprog092208.html>. Training and technical assistance for the HQTFDA and HQTICIP submission requirements is available through the regional Education Service Centers (ESCs). A list of NCLB contacts at the 20 ESCs is available at <http://www.tea.state.tx.us/nclb/PDF/RegionContactsWebList.pdf>.

If you have any questions related to the Highly Qualified Teacher 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.

Sincerely,



Gene Lenz
Deputy Associate Commissioner
for Special Programs

Attachment

Attachment

Content Requirements for Letters Submitted in Lieu of HQTFDA and HQTCIP

Rural Flexibility - Newly hired teachers in eligible LEAs, who teach two or more subjects and are highly qualified in at least one core academic subject area they teach, will have three years from the date of hire to become highly qualified in each core academic subject that they teach.

The letter submitted to TEA must contain the following information:

- Statement regarding the LEA's eligibility for Rural Flexibility. Eligibility criteria includes LEAs who were eligible for REAP-Flex and Small, Rural School Achievement Program (SRSAP) (whether receiving a SRSAP award or not) in the 2003-2004 school year or may have become eligible for these programs in a succeeding school year; and/or the LEA is defined as "rural" by the appropriate school locale code of 7 or 8, or by the approved TEA definition of rural.
- Statement affirming that the only teachers not highly qualified in the district are those in which their teaching assignment meets the eligibility criteria for the rural flexibility.
- Specific data for the teaching assignments of the teachers included in the rural flexibility to include:
 - core academic assignments being taught by the teacher;
 - list of the core academic assignments in which the teacher meets and does not meet the highly qualified definition; and
 - teacher's date of hire.
- Signature of the authorized official.

Multi-Subject Special Education Teacher Flexibility – Multi-subject special education teachers who are new to teaching special education, if highly qualified in language arts, mathematics, or science at the time of hire, will have two years from the date of hire to become highly qualified in each core academic subject they teach.

The letter submitted to TEA must contain the following information:

- Statement affirming that the only teachers not highly qualified in the district are ones that meet the eligibility criteria for multi-subject special education flexibility.
- Specific data for each assignment included in the multi-subject special education flexibility to include:
 - core academic assignments being taught by the teacher;
 - list of the core academic assignments in which the teacher meets and does not meet the highly qualified definition; and
 - teacher's date of hire.
- Signature of the authorized official.

Reported less than 100% Highly Qualified on September 15, 2008, but are 100% Highly Qualified on or before the January 15, 2008, Highly Qualified Plan deadline

The letter submitted to TEA must contain the following information:

- Statement verifying the LEA was not highly qualified on September 15, 2008, but became 100% highly qualified on or before the January 15, 2008, deadline for the HQT Plan.
- Explanation of the circumstances that occurred since September 15, 2008, to bring the LEA into 100% compliance with the highly qualified requirement.
- Signature of the authorized official.

Late Submission of Highly Qualified Report(s) but were 100% Highly Qualified on September 15, 2008

The letter submitted to TEA must contain the following information:

- Statement verifying the LEA was 100% highly qualified on September 15, 2008.
- Explanation of why the Highly Qualified Report(s) were not submitted by the September 15, 2008, deadline.
- Local quality control checks the LEA will employ to ensure timely submission of the Highly Qualified Reports in the future.
- Signature of the authorized official.

Data Error on Highly Qualified Report(s) but were 100% Highly Qualified on September 15, 2008

The letter submitted to TEA must contain the following information:

- Statement verifying the LEA was 100% highly qualified on September 15, 2008.
- Explanation of the data error(s) in the Highly Qualified Report(s) submitted on or before the November 3, 2008, deadline.
- Local quality control checks the LEA will employ to ensure accurate submission of the Highly Qualified Report(s) in the future.
- Signature of the authorized official.

The deadline for submission is January 15, 2009. Letters and documents may be submitted by fax or by postal mail. Failure to comply with this submission deadline may cause the LEA's 2009 Initial Compliance Review (ICR) score in the 2009 NCLB desk audit process and subsequent compliance interventions to be elevated.

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