

INSTRUCTIONS ON HOW TO REBUT THE DETERMINATION OF TEACHERS NOT MEETING HQT REQUIREMENTS

We have outlined the requirements for highly qualified teachers in Guidance located at the following website:
<http://www.dese.mo.gov/divimprove/nclb/documents/MOHighlyQualifiedTeacherGuidance.pdf>

Based on this guidance, we have determined compliance with the HQT requirements for all core academic teachers who were reported through MOSIS and listed on Core Data. We have attached a list of teachers for the 2008-2009 school year and the 2009-2010 school year who were reported as a teacher of a core academic subject for which they do not meet the HQT requirements. We updated the HQT status for teachers that passed the PRAXIS II tests administered in January 2010.

Please review this list of teachers and respond to our office by April 23, 2010.

1. If you agree with our report, e-mail our office at webreplyfedpro@dese.mo.gov and confirm the report is correct.
2. If you believe that a teacher or teachers identified on this list meet the HQT requirements for the grade level and subject matter they are teaching, submit the appropriate documentation to show compliance through e-mail at webreplyfedpro@dese.mo.gov or fax to 573-526-6698.

The following are examples of records that could be used to document compliance with the HQT requirements:

1. If the teacher has been incorrectly coded on MOSIS, please make those changes and re-certify MOSIS so the change will reflect on the Core Data system. You may want to reference the Core Data Manual to help determine appropriate course codes and course descriptions. This document is located on our website at: <http://www.dese.mo.gov/divimprove/coredata/CDmanual.html>.
2. A copy of appropriate certification and passing score on Praxis II test.
3. A completed HOUSSE form for each subject they are teaching. (HOUSSE should only be used if a teacher has a teaching certificate and they are teaching in a different subject area or if they have a Lifetime certificate.) This form is located at the following website:
http://www.dese.mo.gov/divimprove/nclb/highly_qualified.htm.
4. For provisional and temporary certificates, the teacher must pass the Praxis II test(s) for the grade level and subject matter they are teaching during the first year of teaching. If they teach a grade level or subject matter outside their program of study, they may not be considered highly qualified.

Please feel free to contact our office at 573-751-4420 if you have questions.