

**Frequently Asked Questions**  
**Explaining the Online HOUSSE Form Submissions**  
**Missouri Department of Elementary and Secondary Education**  
**March 2012**

**Q. Is documentation required to be uploaded into the HOUSSE Form?**

A. At this time, documentation is not required to be uploaded into the HOUSSE Form, however it is recommended that documentation be uploaded into the HOUSSE Form.

**Q. Should teachers enter their own HOUSSE Forms, or should School Administrative Staff enter the HOUSSE Form?**

A. Individual teachers will not have access to the HOUSSE system. Forms will need to be entered and approved by district personnel.

**Q. Will summer school teachers be required to complete a HOUSSE Form?**

A. Certain summer school assignments are evaluated for Highly Qualified purposes, so HOUSSE Forms may be necessary for summer school teachers.

**Q. Are you only required to send parent notification letters on Title I teachers that do not meet the highly qualified teacher (HQT) requirements?**

A. If the district has a teacher in a Title I school who does not meet the HQT requirements, the LEA must provide each parent “timely notice that the parent’s child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.” This applies to all teachers in a Title I building who are teaching a core content course.

**Q. Our Reading Recovery teachers are showing up as “No Expertise,” will they need to complete a HOUSSE Form?**

A. Yes, they will need to complete a HOUSSE Form showing they have taken the Reading Recovery Training.

**Q. What documentation should be uploaded?**

A. The documentation uploaded should support the points on the HOUSSE Form. For example, if the educator has a Masters in Reading and is completing a Reading HOUSSE Form and checks “C. Master’s degree in the content field (50 Points),” then transcripts would be uploaded to support the HOUSSE Form.

**Q. Could documentation include transcripts or certificates of awards?**

A. Transcripts or certificates of awards could be used to support the HOUSSE Form if they are in the content area for which the HOUSSE form is being completed.

**Q. Several of our Title I paid supplemental reading teachers have a Special Reading Certificate and are showing up as not highly qualified with the message, “No expertise”. How can this be corrected?**

A. These teachers would need to complete a Reading HOUSSE Form. If they are not able to receive 50 points on the HOUSSE Form, then Title I.A funds may not be used to pay their salary. If the district has a teacher paid with Title I.A or Title II.A funds, the teacher must meet HQT requirements.

**Q. When is the deadline for current HOUSSE Form completion?**

A. It is recommended that all HOUSSE Forms be completed by May 1.

**Q. Who is responsible for completing HOUSSE Forms for Special School District Staff? Our district reports them through MOSIS, however, they are not our district employees?**

A. The home school district and Special School District should work together in completing HOUSSE Forms. Those educators that are reported by your district will need to be submitted by your district.

**Q. On the HOUSSE Form, do professional development hours and teaching experience need to be in the content area or does any professional development hours and any teaching experience count?**

A. HOUSSE Forms are completed for a specific content area; therefore, professional development and teaching experience should only be for the content area listed on the HOUSSE Form.

**Q. As far as future years go, is it anticipated a HOUSSE form will continue to be an option to attain HQ status?**

A. HOUSSE Forms should only be used to document content expertise for those teachers who are not new to the profession. At this time, we have not received notification from the US Department of Education that HOUSSE Forms may no longer be used.

**Q. Our Supplemental Communication Arts tutoring before or after school teachers have the message, “No Expertise,” do they need to be highly qualified?**

A. Those educators would have received this message if Title I.A or Title II.A funds are used for their salary. They do need to be highly qualified.

**Q. Is prior experience as an IEP case manager an option for points on the HOUSSE form?**

A. Prior experience as a case manager would generally not count as experience in a core content area.

**Q. Since the Praxis results are on DESE's website do we still have to submit the results as an attachment?**

A. If the Praxis was in the content area, the educator should not be on the HOUSSE eligible list. They would be marked in the HQ column as P.