High Objective Uniform State Standard of Evaluation (HOUSSE)

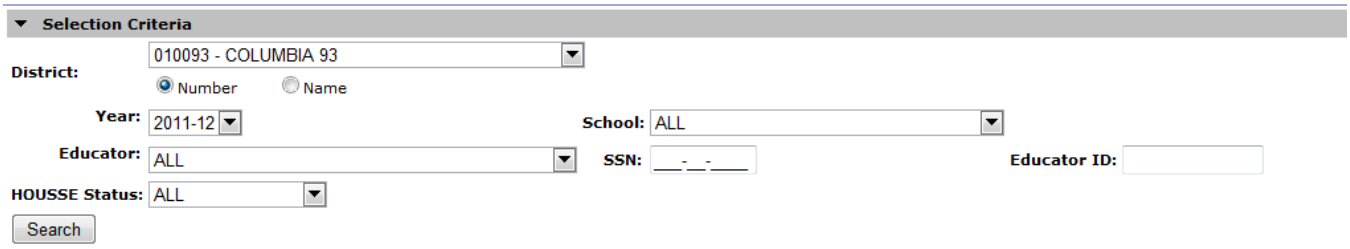
What is the purpose of the HOUSSE form?

The HOUSSE form is a way of documenting content expertise for individual teachers who are not new to the profession.

How do I get to the HOUSSE Summary List?

The new HOUSSE Summary List can be accessed under Educator Qualifications and selecting HOUSSE Summary List. This list replaces the old "bubble" sheets that were mailed out.

What do the options in Selection Criteria do?



- **Year -** Limits the list to those educators employed in the district for the school year selected.
- **School** - The default is all schools. You can filter the educators in your district by one or more schools.
- **Educator -** The default is all educators. This is a dropdown list of educators employed in the district for the year selected.
- **SSN** - Allows you to search by educator social security number for HOUSSE information.
- **Educator ID -** Allows you to search by Educator ID for HOUSSE information.
- **HOUSSE Status -** The default is all.
    - **All –** includes all educators in your district who are HOUSSE eligible, have sufficient/insufficient points, or have been HOUSSE approved/disapproved.
    - **HOUSSE Eligible –** includes those educators who have been determined to be eligible to complete a HOUSSE Form.
    - **Insufficient Points –** includes those educators for whom a HOUSSE form has been saved with less than 50 points.
    - **Sufficient Points –** includes those educators for whom a HOUSSE form has been saved with at least 50 points.
    - **Approved –** includes those educators with approved HOUSSE forms.
    - **Disapproved –** includes those educators with disapproved HOUSSE forms.
- **Search**
    - Performs a search based on selection criteria.

What are the columns on the HOUSSE Summary List?

Select All	Educator Name	School	Content Areas	HOUSSE Year	Status	Override Comment	User ID	Date	Delete

- **Select All** – When enabled, selects all educators in the list.
- **Educator Name** – Last and first name of the educator. Click on the Educator Name in the column header to sort by last/first name of the educator.
- **School** – School building associated with the educator. Click School in the column header to sort the list by school.
- **Content Areas** – Content area associated with the HOUSSE status. Click Content Areas in the column header to sort the list by content area.
- **HOUSSE Year** – Year in which the educator was HOUSSE approved, eligible, etc.
- **Status** – Educator's current HOUSSE status.
- **Override Comment** – DESE comment section.
- **User ID** – The ID of the last user that made updates. "Initial Load" indicates that the HOUSSE information was submitted to the Department prior to automation. "BATCH" is associated with the HOUSSE Eligible status.
- **Date** – Date of the most recent action.
- **Delete** – Allows a user to delete a HOUSSE form in sufficient or insufficient point status.

What are the HOUSSE Status types?

- **HOUSSE Eligible** – Educator is eligible to use the HOUSSE form to document content expertise.
- **Insufficient Points** – The HOUSSE form has been saved with less than 50 points.
- **Sufficient Points** – The HOUSSE form has been saved with at least 50 points, but has not been approved by the district.
- **Approved** – The HOUSSE form has been approved by the district.
- **Disapproved** – The HOUSSE form has been disapproved by the district.
- **DESE Approved** – The HOUSSE form status has been approved by DESE (for monitoring purposes only).
- **DESE Disapproved** – The HOUSSE form has been disapproved by DESE (for monitoring purposes only).

How do I see who is HOUSSE Eligible in my district?

Under HOUSSE Status, select HOUSSE Eligible and then click Search. This will display a list of all educators and the content area(s) in which they are eligible to complete a HOUSSE form.

How do I complete a HOUSSE form?

Clicking on an educator's name will take you to the HOUSSE form for the content area in which the educator is eligible. An "Or" in the content area (i.e., Communication Arts Or Elementary) indicates that either content area will meet the content expertise requirements for the educator's assignment. On the HOUSSE form, select the content area to be completed, then click Select [Select]. Fill in the appropriate checkboxes, years experience, etc. for the educator and click Save.

How do I complete a social studies HOUSSE form?

For social studies, the minimum of 50 points can be made up of points from one or more of the four social studies areas of civics and government (C), economics (E), history (H), and geography (G). In order to document content expertise in an individual social studies area, a minimum of 12.5 points in that social studies area is needed.

Below are two examples for Social Studies:

Example 1:

☐	Jane Doe	Lakeside Elementary	Social Studies (C, E, G, H)	2011	HOUSSE Eligible	☐	Batch	12/17/2011

For example, course code 156600-Social Studies, the educator can document content expertise in one or a combination of the four social studies areas. As long at least one area has a minimum of 12.5 points and the total across the four areas is at least 50 points, the form can be approved.

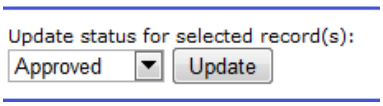
Example 2:

☐	John Doe	Lakeside Elementary	Social Studies (H)	2011	HOUSSE Eligible	☐	Batch	12/17/2011

For example, course code 156663-History, the educator must get at least 12.5 points in the History section. The remaining 37.5 points can also be in history or can be distributed between civics and government, economics, or geography.

How do I approve a HOUSSE form?

After you have completed the HOUSSE Form, click Save. After saving, users with Authorized Representative access can click Approve and this will set the HOUSSE form status to Approved. Authorized Representatives may also approve forms from the HOUSSE Summary List if the forms have the status of Sufficient Points. Mark the checkbox next to the person's name, select Approved in the dropdown, and click Update. HOUSSE approval is the district's authorized representative approval. When the authorized representative clicks approve they should have reviewed the supporting documentation for the HOUSSE form and verified that the educator was able to get 50 points in the content area of the HOUSSE Form. This is essentially submitting the HOUSSE form. Remember that HOUSSE forms will be reviewed by Federal Compliance Supervisors during the monitoring process as well.



What happens if I complete a HOUSSE form with fewer than 50 points?

If an educator does not have 50 points on the HOUSSE Form, the form cannot be approved and the educator will not have demonstrated content expertise via the HOUSSE form. These educators can be found by selecting Insufficient Points under the HOUSSE Status in the Selection Criteria and then clicking Search Search.

How do I upload documentation into the HOUSSE Form?

Click on the Educator's Name, this will bring up the HOUSSE Form, then click Add Attachment(s) . Browse to where the documentation is saved on your computer and click Upload File and then click Done.

What type of documentation should be uploaded?
All documentation that supports the points in the form should be uploaded.

How do I see who is HOUSSE approved in my district?
Under HOUSSE Status, select Approved and then click Search. This will display a list of all educators who have an approved HOUSSE form.

How do I see who is HOUSSE disapproved in my district?
Under HOUSSE Status, select Disapproved and then click Search. This will display a list of all educators who have a disapproved HOUSSE form.

I filled out a HOUSSE form and saved it for an educator who was HOUSSE Eligible, now they are no longer on my list, what happened to them?
If you completed the HOUSSE Form and clicked Save or Approve the form now has a status of Approved, Sufficient Points or Insufficient Points. If the list is limited to the HOUSSE Eligible status, you won't see the form with the new status anymore. Either chose the status of ALL, Approved, Sufficient Points, etc. to see the form.

I have people on my list who are showing up as HOUSSE approved, but I cannot click on their form?
Educators who were submitted on the HOUSSE Summary List prior to automation will only display with their name, content area, year, etc.

How do I export the file to a different file format?

Select Export Export and the format you need to convert it to.

How do I print the HOUSSE Summary List?

Select Print. Print

How do I get access to the HOUSSE Summary List and forms?
Submit a Web Systems User ID Request Form (http://dese.mo.gov/dsm/websystemuserid.htm) to your school district's User Manager or follow the directions on the form.

On the form, under Cross-Divisional Systems, on the Educator Qualifications line, indicate the access level needed (1-View Only, 2-Data Entry or 3-Authorized Representative).