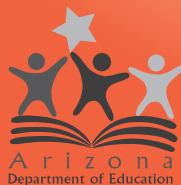


2013 - 2014

Educator Requirements for Highly Qualified

Effective Teachers and Leaders Unit
Eric Brooks, Director
(602) 364-1842



John Huppenthal, Superintendent of Public Instruction



- 1 Administrator Section
(Please Note New Changes)
- 2 Paraprofessional Attestation
- 3 Elementary Attestation
- 4 Middle School, Junior High,
High School, Visual Arts &
Music Attestation
- 5 Reading Specialist Attestation
- 6 Math Interventionist
Attestation
- 7 SEI Classroom Attestation
- 8 Special Education
Attestations/HOUSSE
- 9 Rural Education Achievement
Program Attestation/HOUSSE
- 10 CTE Attestation
(Dual Credit Only)



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

May 1, 2013

Dear Educator:

Arizona is committed to the goal that poor and minority children must not be taught by inexperienced, unqualified, and/or out-of-field teachers at higher rates than other children. Arizona further recognizes that teacher quality has a major impact on overall student achievement. Ultimately, it is the Department of Education's mission to ensure that all students achieve the Arizona Academic Standards and reach their fullest potential. This goal can only be realized when every child; regardless of geographic location, socio-economic status, or ethnicity, is taught by a highly effective teacher.

Thank you as we work cooperatively to ensure a highly effective teacher in every Arizona classroom.

Sincerely,

A handwritten signature in blue ink that reads "Eric Brooks".

Eric Brooks
Director, Effective Teachers and Leaders Unit
Arizona Department of Education
Phone: 602-542-4150
eric.brooks@azed.gov

Highly Qualified Teacher Updates 2013-2014

All core content teachers must be highly qualified at the time of hire or the time of transfer to another position within a local education agency (regardless of whether a school receives Title I funding).



New This Year!!!!

- It is no longer a requirement for local education agencies to complete attestation forms to gather highly qualified data unless they choose to do so. However, teachers must still meet the specific requirements for each core content position they are hired to teach.
- Local education agencies should utilize the enclosed attestation forms as a guidance document to determine highly qualified status for core content positions. They may also elect to continue using the attestation forms as a means to collect information which is required to be entered onto the Highly Qualified Teacher Position Input application through the Common Log-On.
- Local education agencies must maintain a highly qualified teacher file for each core content teacher, which is updated annually and includes a copy of the attestation forms (if utilized) and supporting documentation for all current teaching assignments. Files must be stored at a local school site or at a centralized location for a minimum of five years.
- School principal confirmation of the highly qualified status of core content teachers will now be collected digitally (i.e. electronic signatures) as a part of entering teacher data on the Highly Qualified Teacher Position Input application rather than signing individual attestation forms.



HQT Reporting Timeline- 2013-2014

- All district/charter schools must report their highly qualified teacher information on-line no later than Monday, September 30, 2013.

HOUSSE Rubric Reminder

- Teachers in core content areas who were determined to be highly qualified through the HOUSSE Rubric (Arizona's High, Objective, Uniform, State Standard of Evaluation) on or before June 30, 2007 may continue to use the HOUSSE to meet the highly qualified requirement provided that a physical copy of the completed rubric form, along with all supporting documentation, are available and on file within the LEA. For a regular HOUSSE Rubric to be valid, teachers must have been teaching in the core content area at the time of completion. It is the responsibility of the LEA to retain all proper documentation for each teacher. It is also strongly recommended that teachers keep a personal copy of their HOUSSE Rubric and supporting documentation since they cannot be recreated. In addition, please note the following:
 - 1) The Highly Qualified Attestation Form provides the HOUSSE Rubric as an option to determine content competency by earning a minimum of 100 points and providing supporting documentation.

Highly Qualified Teacher Updates 2013-2014

- 2) Teachers who hold a HOUSSE Rubric with supporting documentation that was completed on or before June 30, 2007, in a specific content area are able to use it any time during their professional career even if they move to a different teaching position and then return to the position for which they hold the HOUSSE Rubric. This is true of all of the HOUSSE Rubrics created during this timeframe.
- 3) In the HQT Application, the HOUSSE Rubric is an option in the highly qualified criteria drop down menu. Teachers will be highly qualified if the teaching position is the same as the one that the HOUSSE Rubric was completed for with the supporting documentation.

Definitions

- **Equity:** The LEA will ensure that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers.
- **New Hires:** “New hires” includes teachers already employed by the district/charter school who transfer into a different school or individuals that are newly employed by the school district/charter.
- **A SPED “teacher of record”** directly instructs, evaluates and assigns grades to students in core academic subjects and must show content competency for each core subject area taught. SPED teachers do not have to demonstrate subject-matter competency in core academic subjects if they qualified teachers with consultation on the adaptation of curricula, the use of behavioral supports and interventions, the selection of appropriate accommodations, assists students with study or organization skills, or reinforces instruction the child has already received from a teacher who is highly qualified in that core academic subject. **A SPED teacher who is not “teacher of record”** is then determined highly qualified by having the appropriate Arizona Special Education Certificate.

Contact Information

Name	Title	E-mail Address	Phone
Educator Excellence Section Website at ADE		http://www.ade.az.gov/asd/hqtp/	
Todd Petersen	Deputy Associate Superintendent	todd.petersen@azed.gov	602-364-2242
Eric Brooks	Director, Title II	eric.brooks@azed.gov	602-364-1842
Rosemary Gaona	Education Program Specialist, Title II	rosemary.gaona@azed.gov	602-364-3553
Marilyn Gardner	Education Program Specialist, Title II	marilyn.gardner@azed.gov	602-542-5343
Steve Larson	Education Program Specialist, Title II	steve.larson@azed.gov	602-542-3532
Virginia Stodola	Education Program Specialist, Title II	virginia.stodola@azed.gov	602-364-3552
Support Services	For Common Log-On Access to HQT	enterprise@azed.gov	602-542-7378 or (866) 577-9636
ALEAT Invitation	Access to Arizona LEA Tracker	ALEAT@azed.gov	602-542-4353



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION
CHECKLIST FOR PRINCIPALS

LEA		Principal Name	
School		School Start Date	

All core content teachers must be highly qualified at the time of hire or the time of transfer to another position within a local education agency (regardless of whether a school receives Title I funding).

Within the first 4 weeks of school the following should be completed:

- The Highly Qualified Teacher Guidance/Attestation Booklet for 2013-2014 should be downloaded from the Arizona Department of Education website located at:
<http://www.ade.az.gov/asd/hqtp/>.
- Administrators should review the list of core content areas and the requirements for each position provided in the guidance booklet. Regardless of whether an LEA chooses to utilize the attestation forms to gather highly qualified data, teachers must meet the specific requirements for each core content position they are hired to teach.

Core Academic Subject Areas:

- Economics
 - Elementary Education
 - English
 - Foreign Language
 - Geography
 - History
 - Mathematics
 - Middle Grades General Science
 - Middle Grades Language Arts/Reading
 - Middle Grades Mathematics
 - Middle Grades Social Studies
 - Music
 - Political Science/Government
 - Science (including Biology, Chemistry, Earth Science, General Science, Integrated Science, Physical Science and Physics)
 - Visual Arts
- Administrators will review all teacher attestations (if utilized) and by entering the teacher information will **verify** the documentation provided to support the highly qualified status for each core teaching assignment.
 - Under the federal ESEA requirements (formerly the No Child Left Behind Act of 2001) Title I schools are required to provide parent notification when a teacher does not meet the requirements as a highly qualified professional as outlined by the legislation. Sample copies of the parent notification letter for district and charter schools can be downloaded from the Arizona Department of Education website located at:
<http://www.azed.gov/highly-qualified-professionals/highly-qualified-teachers-and-paraprofessionals/information-for-administrators/>
 - Although it is no longer a requirement to have teachers sign their individual attestation forms, it is recommended that administrators review the core content position requirements for each assigned position (along with the means by which the teacher meets the highly qualified requirements).
 - Administrators will ensure that a highly qualified file for each core content teacher is updated annually and include all attestation forms (if utilized) and supporting documentation for all current teaching assignments. Files must be stored at the school site or at a centralized location for a minimum of five years.
 - All highly qualified teacher data must be entered on the Highly Qualified Teacher Application, accessed through the Common Log-On, no later than October 1, 2013. The online application is where the teacher information is **verified** by administrators.



**2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
INSTRUCTIONAL PARAPROFESSIONAL**

*(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)
To be completed by Instructional Paraprofessionals in Grades K-12
working in any Title I Programs or in Title I School-Wide Schools.*

Name:		LEA:	
SSN (last 4 digits):		School:	

1. Secondary school diploma or GED

AND

2. Check only **ONE** option below:

Holds an associate's (or higher) degree (attach copy);

OR

Completed two years of study (equaling 60 or more credit hours) at an accredited institution of higher education (attach transcript; 100 level coursework and above);

OR

Obtained a passing score on an ADE-approved assessment (attach score report):

1. ParaPro
2. ACT Workkeys
(requires Business Writing, Applied Math & Reading Comprehension test results)
3. Master Teacher's Para Educator Learning Network

*If you met the requirements for 1 and 2, under federal guidelines, you are considered **qualified to work in a Title I Program or Title I School-Wide school.***

Highly Qualified Paraprofessional

Non-Highly Qualified Paraprofessional

I attest to the factual completion of this evaluation.

Signature of Paraprofessional

Date

Signature of Supervising Teacher #1

Date

**Signature of Supervising Teacher #2*

Date

**Signature of Supervising Teacher #3*

Date

Printed Name of Principal

Signature of Principal

Date

** Include additional teacher signatures if working with more than one. Each supervising teacher must be highly qualified.*

Attach all supporting documents.



**2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
ELEMENTARY**

(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)
To be completed by Elementary Self-Contained Teachers in Grades K-8 and Middle Grades
Single-Subject Teachers through Grade 6 to verify Highly Qualified status.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B)– Intern, Provisional, Reciprocal or Standard (charter school teachers are exempt from this requirement).

- a. Early Childhood Certificate (K-3 only)
- b. Elementary Certificate
- c. Secondary Certificate
- d. Foreign Teacher Certificate
- e. Teaching Intern Certificate
- f. Special Education Certificate (List Disability Area(s)): _____

AND

3. Teaching Assignment: _____
Grade(s) # of Periods Taught in this Core Content Area

Please check only ONE option below:

- a. Passed the Elementary Education Subject Knowledge AEPA exam # 01 **OR**
- b. Passed both the NES Elementary Education Subtests I and II **OR**
- c. Passed the Early Childhood Subject Knowledge AEPA exam #36 (covers K-3 only) **OR**
- d. Passed the NES Early Childhood Education exam (covers K-3 only) **OR**
- e. Holds a valid National Board Early Childhood- Generalist Certificate (covers K-3 only) **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- g. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Elementary Education (documentation required) **OR**
- h. Earned a minimum of 100 points on the AZ HOUSSE for Elementary Teachers, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- i. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

*If you met the requirements for 1, 2, **and** 3 (including 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h or 3i), under federal guidelines, you are considered **highly qualified**.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date

Please note: Visual Arts & Music are K-12 grade content areas and require the use of the Middle, Junior High, High School, Visual Arts & Music attestation form.



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
MIDDLE, JUNIOR HIGH, HIGH SCHOOL, VISUAL ARTS (K-12) & MUSIC (K-12)
(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)

To be completed by Visual Arts (K-12), Music(K-12) and Departmentalized Teachers in Grades 7-12 in the following Core Academic Areas: Middle Grades Language Arts/Reading, Middle Grades Social Studies, English, Mathematics, Science (including General Science, Biology, Chemistry Earth Science, Physical Science and Physics), Foreign Language, Economics, Political Science, History & Geography.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher first began working at this school site)

Note: Teachers must be highly qualified for each core content area they are assigned to teach. If the LEA is utilizing an attestation form to gather data, a separate form should be completed for each core content area.

1. Hold a bachelor's degree

AND

2. Hold a valid Arizona teaching certificate (A.R.S. §15-502.B)– Intern, Provisional, Reciprocal or Standard (charter school teachers are exempt from this requirement).

- a. Elementary Certificate
- b. Secondary Certificate
- c. Foreign Teacher Certificate
- d. Special Education Certificate (List Disability Area(s): _____)
- e. Teaching Intern Certificate

AND

3. Teaching Assignment: _____
Grade(s)

Core Academic Area

Periods Taught in this Core Content Area

Please check only ONE option below:

- a. Passed the appropriate AEPA or NES Subject Knowledge exam in the core academic subject area **OR**
- b. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- c. Passed the appropriate ACTFL exam (for foreign languages other than Spanish, German and French) **OR**
- d. Holds an advanced degree in the core academic subject area **OR**
- e. Has a major/24 credit hours in the core academic subject area **OR**
- f. Holds National Board Certification in the core academic subject area (Generalist Certificates excluded) **OR**
- g. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Middle, Junior High, High School, Visual Arts & Music (documentation required) **OR**
- h. Earned a minimum of 100 points on the AZ HOUSSE for Middle, Junior High, High School, Visual Arts & Music teachers in the content area, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- i. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

If you met the requirements for 1, 2 **and** 3 (including 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h or 3i), under federal guidelines, you are considered **highly qualified**.

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
READING SPECIALIST
 (Interventionist)

(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)
To be completed by reading specialist, reading consultant, remedial reading teacher, reading interventionist, or teachers in a similar position, in Grades K-12 to verify Highly Qualified status.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B) – Provisional, Reciprocal or Standard (charter school teachers are exempt from this requirement)

- a. Early Childhood Certificate
- b. Elementary Certificate
- c. Secondary Certificate
- d. Foreign Teacher Certificate
- e. Special Education Certificate (List Disability Area(s): _____)

AND

3. Teaching Assignment: Reading Specialist (Interventionist) _____

Periods taught in this Core Content Area

Check only **ONE** option below:

- a. Reading Specialist Endorsement (*district schools*)
- b. Meets the requirement for a Reading Specialist Endorsement (*charter schools*)

If you met the requirements for 1, 2, and 3 (including 3a or 3b), under federal guidelines, you are considered highly qualified.

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013 – 2014

ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
K-8th GRADE MATH INTERVENTIONIST

(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)

To be completed by the math interventionist, remedial math teacher, math specialist or similar position in Grades K-8 to verify Highly Qualified status. This individual is not the Teacher of Record for this content area.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher first began working at this school site)

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B) – Provisional, Reciprocal or Standard (charter school teachers are exempt from this requirement)

- a. Early Childhood Certificate- (**K-3rd grade students only**)
- b. Elementary Certificate
- c. Secondary Certificate- (**7-8th grades students only**)
- d. Foreign Teacher Certificate- (**Grade designations apply**)
- e. Special Education Certificate- (List Disability Area(s): _____)

AND

3. Teaching Assignment: Mathematics Interventionist

_____ # of Periods Taught in this Core Content Area

Check only ONE option below:

- a. Holds Mathematics K-8 Endorsement (effective after June 30, 2011) **OR**
- b. Passed the AEPA Mathematics Subject Knowledge exam #10 **OR**
- c. Passed the NES Mathematics Subject Knowledge exam **OR**
- d. Passed the AEPA Middle Grades Mathematics Subject Knowledge exam #37 **OR**
- e. Passes the NES Middle Grades Mathematics Subject Knowledge exam **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- g. Holds an advanced degree in Mathematics **OR**
- h. A major/24 credit hours in Mathematics **OR**
- i. Holds National Board Certification in Mathematics (Early Adolescence Certificate)

If you met the requirements for 1, 2, and 3 (including 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h or 3i), under federal guidelines, you are considered **highly qualified**.

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



**2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
Structured English Immersion Classroom**

(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)

This attestation is to be completed by teachers in Structured English Immersion Classrooms as defined in A.R.S. §15-756.01 in grades K-12 for the 2013-2014 school year to verify “highly qualified” status. “*Structured English Immersion Classroom*” means a classroom in which all of the students are limited English proficient as determined by composite AZELLA scores of Pre-emergent, Emergent, Basic or Intermediate. The purpose of the classroom is to provide four hours of daily ELD instruction, as described in the definition of “ELD” in A.R.S. §15-756.01, in the manner prescribed herein.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher first began working at this school site)

Teaching Assignment: SEI Classroom Grades K - 3

of Periods Taught in this Core Content Area: _____

1. Holds a bachelor’s degree

AND

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal, or Standard (charter school teachers are exempt from this requirement)

AND

3. Please check only **one** option below:

- a. Provisional/Full BLE Endorsement (*district schools*) **OR**
- b. Provisional/Full ESL Endorsement (*district schools*) **OR**
- c. Provisional/Full SEI Endorsement (*district schools*) **OR**
- d. Meets the requirements for the Provisional/Full BLE/ESL/SEI Endorsement (*charter schools*)

AND

4. Please check only **one** option below:

- a. Passed the AEPA Elementary Education Subject Knowledge exam #01 **OR**
- b. Passed **both** the NES Elementary Education Subtests I and II **OR**
- c. Passed the AEPA Early Childhood Education Subject Knowledge exam #36 (covers K-3 only) **OR**
- d. Passed the NES Early Childhood Education Subject Knowledge exam (covers K-3 only) **OR**
- e. Holds a valid National Board Early Childhood- Generalist Certificate (covers K-3 only) **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- g. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Elementary Education K-8 Self Contained (*documentation required*) **OR**
- h. Earned a minimum of 100 points on the AZ HOUSSE for Elementary Teachers, completed prior to July 1st, 2007 (*documentation required*). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- i. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

Teaching Assignment: SEI Classroom Grades 4 - 6

of Periods Taught in this Core Content Area: _____

1. Holds a bachelor’s degree

AND



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
Structured English Immersion Classroom

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal, or Standard (charter school teachers are exempt from this requirement)

AND

3. Please check only **one** option below:

- a. Provisional/Full BLE Endorsement (*district schools*) **OR**
- b. Provisional/Full ESL Endorsement (*district schools*) **OR**
- c. Provisional/Full SEI Endorsement (*district schools*) **OR**
- d. Meets the requirements for the Provisional/Full BLE/ESL/SEI Endorsement (*charter schools*)

AND

4. Please check only **one** option below:

- a. Passed the AEPA Elementary Education Subject Knowledge exam #01 **OR**
- b. Passed **both** the NES Elementary Education Subtests I and II **OR**
- c. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- d. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Elementary Education K-8 Self Contained (*documentation required*) **OR**
- e. Earned a minimum of 100 points on the AZ HOUSSE for Elementary Teachers, completed prior to July 1st, 2007 (*documentation required*). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

Teaching Assignment: SEI Classroom Grades 7 - 8

of Periods Taught in this Content Area: _____

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal or Standard (charter school teachers are exempt from this requirement)

AND

3. Please check only **one** option below:

- a. Provisional/Full BLE Endorsement (*district schools*) **OR**
- b. Provisional/Full ESL Endorsement (*district schools*) **OR**
- c. Provisional/Full SEI Endorsement (*district schools*) **OR**
- d. Meets the requirements for the Provisional/Full BLE/ESL/SEI Endorsement (*charter schools*)

AND

4. Please check only **one** option below:

- a. Passed the AEPA English Subject Knowledge exam #02 **OR**
- b. Passed the NES English Language Arts Subject Knowledge exam **OR**
- c. Passed the AEPA Middle Grades Language Arts/Reading Subject Knowledge exam #38 **OR**
- d. Passed the NES Middle Grades English Language Arts Subject Knowledge exam **OR**
- e. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- f. Earned a major/24 credit hours in English or Language Arts/Reading **OR**
- g. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession in English or Language Arts/Reading (*documentation required*) **OR**
- h. Earned a minimum of 100 points on the AZ HOUSSE in English or Language Arts/Reading, completed prior to July 1st, 2007 (*documentation required*). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**



**2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
Structured English Immersion Classroom**

- i. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

Teaching Assignment: SEI Classroom Grades 9 - 12

of Periods Taught in this Core Content Area: _____

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona teaching certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal or Standard (charter school teachers are exempt from this requirement)

AND

3. Please check only **one** option below:

- a. Provisional/Full BLE Endorsement (*district schools*) **OR**
- b. Provisional/Full ESL Endorsement (*district schools*) **OR**
- c. Provisional/Full SEI Endorsement (*district schools*) **OR**
- d. Meets the requirements for the Provisional/Full BLE/ESL/SEI Endorsement (*charter schools*)

AND

4. Please check only **one** option below:

- a. Passed the AEPA English Subject Knowledge exam #02 **OR**
- b. Passed the NES English Language Arts Subject Knowledge exam **OR**
- c. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- d. Earned a major/24 credit hours in English or Language Arts/Reading **OR**
- e. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession in English or Language Arts/Reading (*documentation required*) **OR**
- f. Earned a minimum of 100 points on the AZ HOUSSE in English or Language Arts/Reading, completed prior to July 1st, 2007 (*documentation required*). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- g. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

*If you met the requirements for 1, 2, 3 (including 3a, 3b, 3c or 3d) **and** 4 (including 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h or 4i) in the specific teaching assignment, under federal guidelines, you are considered **highly qualified**.*

Teaching Assignment (check all that apply):

SEI Classroom Grades K - 3	<input type="checkbox"/> Highly Qualified	<input type="checkbox"/> Non-Highly Qualified	<input type="checkbox"/> Not Applicable
SEI Classroom Grades 4 - 6	<input type="checkbox"/> Highly Qualified	<input type="checkbox"/> Non-Highly Qualified	<input type="checkbox"/> Not Applicable
SEI Classroom Grades 7 - 8	<input type="checkbox"/> Highly Qualified	<input type="checkbox"/> Non-Highly Qualified	<input type="checkbox"/> Not Applicable
SEI Classroom Grades 9 - 12	<input type="checkbox"/> Highly Qualified	<input type="checkbox"/> Non-Highly Qualified	<input type="checkbox"/> Not Applicable

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
SPECIAL EDUCATION: Not Teacher of Record (K-12)

Pursuant to requirements mandated by H.R. 1350, Sec. 602 – Individuals with Disabilities Education Improvement Act of 2004. To be completed by Special Education Teachers who are not the teacher of record.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

Please complete the following:

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona Special Education Certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal or Standard

a) List Disability Area(s): _____

AND

3. **Not Teacher of Record**

Special education teachers who do not directly instruct students, or their role is limited to providing highly qualified teachers with consultation on the adaptation of curricula, or the use of behavioral supports and interventions, or the selection of appropriate accommodations, or assisting students with study or organization skills, or reinforcing instruction the child has already received from a teacher who is highly qualified in that core academic subject.

4. Teaching Assignment: _____

Disability Area(s)

of Periods Taught in this Disability Area

*If you met the requirements for 1, 2 and 3, under federal guidelines, you are considered **highly qualified**.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date

Note: SPED Teachers that are the "teacher of record" for part of the school day must also be highly qualified for this second teaching assignment.



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
SPECIAL EDUCATION: Early Childhood (Birth to Age 5)

Pursuant to requirements mandated by H.R. 1350, Sec. 602 – Individuals with Disabilities Education Improvement Act of 2004. To be completed by Early Childhood Special Education Teachers

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

1. Holds a bachelor's degree

AND

2. Check only **ONE** option below:

- a. Holds a valid Arizona Early Childhood Special Education Certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal or Standard **OR**
- b. Holds a valid Arizona Special Education Certificate (A.R.S. §15-502.B) [CC, ED, LD, MR, OI/OHI, Severe/Profound] – Provisional, Reciprocal or Standard **and** the Early Childhood Certificate **OR**
- c. Holds a valid Arizona Special Education Certificate (A.R.S. §15-502.B) [CC, ED, LD, MR, OI/OHI, Severe/Profound] – Provisional, Reciprocal or Standard **and** the Early Childhood Endorsement

3. Teaching Assignment: Early Childhood Special Education _____
of Periods Taught in this Core Content Area

*If you met the requirements for 1 and 2 (including 2a, 2b or 2c), under federal guidelines, you are considered **highly qualified** to teach in an early childhood special education setting.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
SPECIAL EDUCATION: Teacher of Record (K- 6th Grade)

Pursuant to requirements mandated by H.R. 1350, Sec. 602 – Individuals with Disabilities Education Improvement Act of 2004. To be completed by Special Education Teachers who are the teacher of record for students in K-6th grade.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher first began working at this school site)

A teacher of record directly instructs, evaluates and assigns grades for core academic subjects.

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona Special Education Certificate (A.R.S. §15-502.B) – intern, provisional, reciprocal or standard (including charter schools)

Disability Area(s) Listed on Certificate: _____

AND

3. Current Teaching Assignment:

_____ *Grade(s)* _____ *Disability Area(s)* _____ *# of Periods Taught in this Core Content Area*

Please check only ONE option below:

- a. Passed the AEPA Elementary Education Subject Knowledge exam #01 **OR**
- b. Passed both the NES Elementary Education Subtests I and II **OR**
- c. Passed the AEPA Early Childhood Subject Knowledge exam #36 (covers K-3 only) **OR**
- d. Passed the NES Early Childhood Education Subject Knowledge exam (covers K-3 only) **OR**
- e. Holds a valid National Board Early Childhood- Generalist Certificate (covers K-3 only) **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- g. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Elementary Education (documentation required) **OR**
- h. Earned a minimum of 100 points on the AZ HOUSSE for Special Education Teachers- Elementary content, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- i. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

*If you met the requirements for 1, 2, and 3 (including 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h or 3i), under federal guidelines, you are considered **highly qualified**.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013 – 2014

ARIZONA HIGHLY QUALIFIED ATTESTATION FORM SPECIAL EDUCATION: Teacher of Record (Grades 7- 8)

Pursuant to requirements mandated by H.R. 1350, Sec. 602 – Individuals with Disabilities Education Improvement Act of 2004. To be completed by Special Education Teachers who are the teacher of record.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

A teacher of record directly instructs, evaluates and assigns grades for core academic subjects.

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona special education teaching certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal or Standard

Disability Area(s) Listed on Certificate: _____

AND

3. Current Teaching Assignment:

_____ _____ _____
Grade(s) *Disability Area(s)* *# of Periods Taught in this Core Content Area*

Please check only **ONE** option below:

Elementary Content

A special education teacher that is highly qualified in Elementary content can teach in a self-contained classroom **or** single subjects in grades K-8th.

OR

Middle Grades Single Subject Areas

A special education teacher that is highly qualified in one of the content areas below is **only** highly qualified to teach that content area. If attestation forms are utilized by the LEA, a separate attestation should be completed for each core content area taught.

- Middle Grades Language Arts/Reading
- Middle Grades Mathematics
- Middle Grades Social Studies
- Middle Grades General Science



2013 – 2014

ARIZONA HIGHLY QUALIFIED ATTESTATION FORM SPECIAL EDUCATION: Teacher of Record (Grades 7- 8)

AND

4. Please check only **ONE** option below:

Options for Elementary Content Area:

- a. Passed the AEPA Elementary Education Subject Knowledge exam # 01 **OR**
- b. Passed both the NES Elementary Education Subtests I and II **OR**
- c. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- d. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Elementary Education (documentation required) **OR**
- e. Earned a minimum of 100 points on the AZ HOUSSE for Special Education Teachers- Elementary content, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

Options for a Single Middle Grades Content Area:

- g. Passed the appropriate AEPA or NES Subject Knowledge exam in the core content area **OR**
- h. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- i. Holds an advanced degree in the core academic subject area **OR**
- j. Has a major/24 credit hours in the core academic subject area **OR**
- k. Holds National Board Certification in the core academic subject area (Generalist Certificates excluded) **OR**
- l. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Middle, Junior High, High School, Visual Arts & Music (documentation required) **OR**
- m. Earned a minimum of 100 points on the AZ HOUSSE for Special Education Teachers in the core academic subject area, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- n. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

*If you met the requirements for 1, 2, 3 and 4 (including 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, 4i, 4j, 4k, 4l, 4m or 4n) under federal guidelines, you are considered **highly qualified**.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



**2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
SPECIAL EDUCATION: Teacher of Record (Grades 9-12)**

Pursuant to requirements mandated by H.R. 1350, Sec. 602 – Individuals with Disabilities Education Improvement Act of 2004. To be completed by Special Education Teachers who are the teacher of record.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

A teacher of record directly instructs, evaluates and assigns grades for core academic subjects.

1. Holds a bachelor's degree

AND

2. Holds a valid Arizona special education teaching certificate (A.R.S. §15-502.B) – Intern, Provisional, Reciprocal or Standard

Disability Area(s) Listed on Certificate: _____

AND

3. Current Teaching Assignment:

_____ *Grade(s)* _____ *Disability Area(s)* _____ *# of Periods Taught in this Core Content Area*

Please check only ONE option below:

Teachers with students tested against the Alternate AIMS should check Elementary Content. If attestation forms are utilized by the LEA, a separate attestation should be completed for each core content area taught.

- | | |
|---|---|
| <input type="checkbox"/> Elementary Content (Alternate AIMS Only) | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Biology | <input type="checkbox"/> History |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Music |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> English | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Political Science/Government |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Visual Arts |



**2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
SPECIAL EDUCATION: Teacher of Record (Grades 9-12)**

AND

4. Please check only ONE option below:

Options for Elementary Content (Alternate AIMS Only):

- a. Passed the Elementary Education Subject Knowledge AEPA exam # 01 **OR**
- b. Passed both the NES Elementary Education Subtests I and II **OR**
- c. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- d. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Elementary Education (documentation required) **OR**
- e. Earned a minimum of 100 points on the AZ HOUSSE for Special Education Teachers- Elementary content, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- f. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

Options for a Single High School Content Area:

- g. Passed the appropriate AEPA or NES Subject Knowledge exam in the core content area **OR**
- h. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**
- i. Holds an advanced degree in the core academic subject area **OR**
- j. Has a major/24 credit hours in the core academic subject area **OR**
- k. Holds National Board Certification in the core academic subject area (Generalist Certificates excluded) **OR**
- l. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Middle, Junior High, High School, Visual Arts & Music (documentation required) **OR**
- m. Earned a minimum of 100 points on the AZ HOUSSE for Multi-subject Special Education Teachers- New to the Profession 9-12 Grades (documentation required) **OR**
- n. Earned a minimum of 100 points on the AZ HOUSSE for Special Education Teachers in the core academic subject area, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- o. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

*If you met the requirements for 1, 2, 3 and 4 (including 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, 4i, 4j, 4k, 4l, 4m, 4n or 4o), under federal guidelines, you are considered **highly qualified**.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date

Please Note: If you are a 9-12th grade Special Education teacher and are new to the profession (i.e. first two years) you may use the “Multi-Subject Special Education Teacher- New to the Profession” addendum and the attached HOUSSE rubric to become temporarily highly qualified in a second content area.



**2013 – 2014
Addendum for
Multi-subject Special Education Teacher-
New to the Profession (Grades 9-12)**

Pursuant to requirements mandated by H.R. 1350, Sec. 602 – (additional core academic subject area) Individuals with Disabilities Education Improvement Act of 2004.

If this addendum and HOUSSE rubric is completed by a “new to the profession” SPED teacher, it must be maintained along with the appropriate documentation in the teacher’s file, regardless of whether the LEA utilizes the attestation forms to gather highly qualified data.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

Multi-subject special education teachers who are “new to the profession” (defined as the first two years working as a SPED teacher) and who are already highly qualified in a core content area, may use the attached Arizona HOUSSE Rubric for Special Education- New to the Profession form to **temporarily** demonstrate that they are highly qualified in additional subject areas. **Individuals using the addendum and rubric must become highly qualified by another means within the first two years of work as a SPED teacher.**

Date Began as SPED Teacher: _____

Date of HOUSSE Rubric **Expiration** (not to exceed 2 years): _____

1. Highly qualified in one of the following core content areas at time of hire (check **ONE** below):

- | | |
|---|---|
| <input type="checkbox"/> Elementary Content (Alternate AIMS Only) | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Biology | <input type="checkbox"/> History |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Music |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> English | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Political Science/Government |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Visual Arts |

2. Indicate Current Multi-Subject Teaching Assignment:

_____	_____	_____
<i>Grade(s)</i>	<i>Content</i>	<i># of Periods taught in this Core Content Area</i>
_____	_____	_____
<i>Grade(s)</i>	<i>Content</i>	<i># of Periods Taught in this Core Content Area</i>
_____	_____	_____
<i>Grade(s)</i>	<i>Content</i>	<i># of Periods Taught in this Core Content Area</i>



**2013 – 2014
Addendum for
Multi-subject Special Education Teacher-
New to the Profession (Grades 9-12)**

3. Teaches the following core academic subject area for which an Arizona HOUSSE Rubric for Special Education will be completed. A separate addendum and rubric must be completed for each additional academic subject area. The appropriate documentation must be included with the HOUSSE rubric. Teachers with students assessed against the Alternate AIMS should check Elementary Content.

Please check only ONE option below:

- | | |
|---|---|
| <input type="checkbox"/> Elementary Content (Alternate AIMS Only) | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Biology | <input type="checkbox"/> History |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Music |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> English | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Political Science/Government |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Visual Arts |

*If you met the requirements for 1 and 2 and accrued the 100 points (with supporting documentation) on the HOUSSE Rubric for the content area marked in 3, you are considered **highly qualified** through the expiration date noted above.*

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013-2014
Arizona's High, Objective, Uniform, State Standard of Evaluation
AZ HOUSSE Rubric for Special Education- New to the Profession

Please Note: Individuals must become highly qualified by another means within the first two years of work as a SPED teacher (see page one).

Date of HOUSSE Rubric Expiration: _____

Core Content Area: _____

****Please complete a separate rubric for each core academic area****

Years of Teaching Experience in the Core Academic Subject Area	College Coursework in the Core Academic Subject Area
<ul style="list-style-type: none"> Elementary level includes teaching experience in an elementary classroom. Middle and High School teaching includes 7-12th grade, departmentalized experience in the core academic subject area. Visual Arts and Music teachers may count K-12 grade experience in these core areas. 	<p><u>Elementary Content Teachers of Record:</u></p> <ul style="list-style-type: none"> Coursework in the core academic subject areas: <ul style="list-style-type: none"> English/Language Arts/Reading Mathematics Music Science (Biology, Chemistry, Earth Science, General Science, Integrated Science, Physical Science and Physics) Social Studies (Geography, History, Political Science/Government & Economics) Visual Arts <p align="center">OR</p> <ul style="list-style-type: none"> An Advanced Degree relevant to Elementary Education to include: <ul style="list-style-type: none"> Curriculum & Instruction Elementary Education Early Childhood Education <p><u>Middle & High School Teachers of Record:</u></p> <ul style="list-style-type: none"> Coursework in the core academic subject areas: <ul style="list-style-type: none"> Economics English Foreign Language Geography History Mathematics Middle Grades Language Arts/Reading Middle Grades Social Studies Music Political Science/Government Science (Biology, Chemistry, Earth Science, General Science, Integrated Science, Physical Science and Physics) Visual Art <p>**A copy of the complete university/college transcript must be attached to this document.</p>
<p align="center">10 points per year Maximum = 50 pts</p>	<p align="center">4 points per credit hour--must have a <u>minimum of 13 credit hours</u> in core academic subject area.</p>
<p># Years:</p>	<p># Sem/Cr. Hrs., and/or Degree Area:</p>
<p>TOTAL Points:</p>	<p>TOTAL Points:</p>

Grand Total: _____ (A score of 100+ points = Highly Qualified)

Teacher Printed Name: _____

Teacher Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____



2013 – 2014
ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
Local Education Agencies Eligible for the
Rural Education Achievement Program
MULTI-SUBJECT SECONDARY TEACHERS (Grades 7-12)

- g. Earned a minimum of 100 points on the AZ HOUSSE for Veteran Teachers Returning to the Profession – Middle, Junior High, High School, Visual Arts & Music (documentation required) **OR**
- h. Earned a minimum of 100 points on the AZ HOUSSE for Middle, Junior High, High School, Visual Arts & Music teachers in the content area, completed no later than June 30, 2007 (documentation required). An existing rubric may be utilized by teachers continuing or returning to teach in this content area **OR**
- i. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

*If you met the requirements for 1, 2 and 3 (including 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h or 3i), under federal guidelines, you are considered **highly qualified**.*

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date

Please Note: If you are a 7-12th grade teacher working in a local education agency that is eligible for the Rural Education Achievement Program, you may utilize the REAP Multi-Subject Secondary Teacher addendum and HOUSSE rubric to become temporarily highly qualified in a second content area.



2013 – 2014
Addendum for Multi-Subject Secondary Teachers (Grades 7-12)
Local Education Agencies Eligible for the
Rural Education Achievement Program

(Pursuant to requirements mandated by P.L. 107-110 'No Child Left Behind' Legislation)

If this addendum and HOUSSE rubric is completed, it must be maintained along with the appropriate documentation in the teacher's file, regardless of whether the LEA utilizes the attestation forms to gather highly qualified data.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher first began working at this school site)

Multi-subject 7-12th grade teachers working in a local education agency that is eligible for the Rural Education Achievement Program may use the REAP Arizona HOUSSE Rubric for Multi-Subject Secondary Teachers (Grades 7-12) to **temporarily** demonstrate competence in additional subject areas. **Individuals must become highly qualified by another means within the first three years from the date of hire.**

Date of Hire: _____ Date of HOUSSE Rubric **Expiration** (3 years): _____

1. Multi-Subject, 7-12th grade teacher employed in a local education agency eligible for the Rural Education Achievement Program (see <http://www.azed.gov/program-operations/reap/> for a list of eligible local education agencies).

2. Highly qualified in one of the following core content areas at the time of hire (**check one below**):

- | | |
|---|--|
| <input type="checkbox"/> Biology | <input type="checkbox"/> Middle Grades General Science |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Middle Grades Language Arts/Reading |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Middle Grades Mathematics |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Middle Grades Social Studies |
| <input type="checkbox"/> English | <input type="checkbox"/> Music |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Political Science/Government |
| <input type="checkbox"/> History | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Mathematics | |

3. Indicate current multi-subject teaching assignment:

_____	_____	_____
<i>Grade(s)</i>	<i>Content</i>	<i># of Periods Taught in this Core Content Area</i>
_____	_____	_____
<i>Grade(s)</i>	<i>Content</i>	<i># of Periods Taught in this Core Content Area</i>
_____	_____	_____
<i>Grade(s)</i>	<i>Content</i>	<i># of Periods Taught in this Core Content Area</i>



2013 – 2014
Addendum for Multi-Subject Secondary Teachers (Grades 7-12)
Local Education Agencies Eligible for the
Rural Education Achievement Program

(Pursuant to requirements mandated by P.L. 107-110 'No Child Left Behind' Legislation)

4. Teaches the following core academic subject for which a Rural Education Achievement Program HOUSSE rubric will be completed. The appropriate documentation must be included with each HOUSSE rubric. **A separate addendum and rubric must be completed for each academic subject area.**

Please check only ONE option below:

- | | |
|---|--|
| <input type="checkbox"/> Biology | <input type="checkbox"/> Middle Grades General Science |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Middle Grades Language Arts/Reading |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Middle Grades Mathematics |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Middle Grades Social Studies |
| <input type="checkbox"/> English | <input type="checkbox"/> Music |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Political Science/Government |
| <input type="checkbox"/> History | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Mathematics | |

*If you met the requirements for 1, 2 and 3 and have accrued 100 points (with the supporting documentation) on the HOUSSE Rubric for the content area marked in 4, you are considered **highly qualified** through the expiration date noted above.*

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date



2013-2014

**Arizona's High, Objective, Uniform, State Standard of Evaluation
AZ Housse Rubric for Local Education Agencies Eligible for
the Rural Education Achievement Program
Multi-Subject Secondary Teachers (Grades 7-12)**

Please Note: Individuals must become highly qualified by another means within the first three years from the date of hire (see page one).

Date of Housse Rubric Expiration: _____

Core Content Area: _____

****Please complete a separate rubric for each core academic area****

Years of Teaching Experience in the Core Academic Subject Area	College Coursework in the Core Academic Subject Area
<ul style="list-style-type: none"> Middle and High School teaching includes 7-12th grade, departmentalized experience in the core academic subject area. Visual Arts and Music teachers may count K-12th grade experience in these core areas. 	<p><u>Middle & High School:</u></p> <ul style="list-style-type: none"> Coursework in the core academic subject area noted above: <ul style="list-style-type: none"> -Biology -Chemistry -Earth Science -Economics -English -Foreign Language -General Science -Geography -History -Mathematics -Middle Grades Language Arts/Reading -Middle Grades Social Studies -Music -Physical Science -Physics -Political Science/Government -Visual Arts <p>**A copy of the complete university/college transcript must be attached to this document.</p>
10 points per year Maximum = 50 pts	4 points per credit hour--- must have a minimum of 13 credit hours in core academic subject area.
# Years:	# Sem/Cr. Hrs., and/or Degree Area:
TOTAL Points:	TOTAL Points:

Grand Total: _____ (A score of 100+ points = Highly Qualified)

Teacher Printed Name: _____

Teacher Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____



2013 – 2014

ARIZONA HIGHLY QUALIFIED ATTESTATION FORM
Career and Technical Education (CTE)

Pursuant to R7-2-302.02 and R7-2-302.03 – To be completed only by CTE teachers assigned to teach State Board approved equivalent courses (for dual credit) in Economics, English, Mathematics & Science.

Name:		SSN (last 4 digits):	
School:		LEA:	
Teacher Work Email:		School Start Date: (mm/yyyy)	

(Date teacher **first** began working at this school site)

Note: Teachers must be highly qualified in each core content area they are assigned to teach. If the LEA is utilizing an attestation form to gather data, a separate form should be completed for each core content area.

1. Holds a bachelor's degree

AND

2. Holds a valid CTE certificate

AND

3. Assigned to teach State Board approved equivalent courses (for dual credit) in Economics, English, Mathematics, or Science.

Check only **ONE** option below:

CTE English

CTE Science: Biology

CTE Economics

Chemistry

CTE Mathematics

Earth Science

General Science

Physical Science

Physics

AND

4. # of Periods Taught in this Core Content Area _____

Check only **ONE** option below:

a. Passed the appropriate AEPA or NES Subject Knowledge exam in the core academic subject area **OR**

b. HQ Teacher Reciprocity- Has an out-of-state reciprocal exam (documentation required) **OR**

c. Holds an advanced degree in the core academic subject area **OR**

d. A major/24 credit hours in the core academic subject area **OR**

e. Has National Board Certification in the core academic subject area (National Board Certification in Career and Technical Education is not acceptable) **OR**

f. HQ Teacher Reciprocity- Has an out-of-state reciprocal HOUSSE rubric (with supporting documentation)

If you met the requirements for 1, 2, 3 **and** 4 (including 4a, 4b, 4c, 4d, 4e or 4f), under federal guidelines, you are considered **highly qualified**.

Highly Qualified Teacher

Non-Highly Qualified Teacher

I attest to the factual completion of this evaluation.

Signature of Teacher

Date

Printed Name of Principal

Signature of Principal

Date

The contents of this publication were developed with funds allocated by the U.S. Department of Education under (Title II, P.L. 107-110 No Child Left Behind). These contents do not necessarily represent the policy of the agency, nor should endorsement by the federal government be assumed.

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