

Secondary Teacher (7-12) Highly Qualified Verification

Section A - Teacher Information

NAME:	Last 4 Digits of SSN:
Indiana Teacher License Number(s):	Years of Licensed Teaching Experience:
Grade Level Assignment:	

Does your current teaching assignment include more than one Core Academic Subject?

What Core Academic Subjects are you currently assigned to teach? *(Check all subjects that apply.)*

- English**
 reading / language arts
 mathematics
 science
 world languages
 social studies (civics and government, economics, history, geography)
 fine arts (music and visual arts)

*(If you are assigned to teach more than one Core Academic Subject, you must meet all of the criteria below **for each Core Academic Subject** that you are currently assigned to teach.)*

New Teacher Definition

A new teacher is a teacher **hired** after the 2006-2007 school year for the current assignment and/or has taught for one year or less while holding a valid teaching license.

Veteran Teacher Definition

A veteran teacher is a teacher hired **PRIOR to or during the 2006-2007 school year** for the current assignment and has more than one year of teaching experience while holding a valid license.

Section B – Do you meet the definition of a Highly Qualified Teacher?

<p>1. Have you earned at least a bachelor's degree?</p>	
<p>2. Do you hold one of the following valid licenses for all Core Academic Subject areas that you are currently assigned to teach?</p> <ul style="list-style-type: none"> • Junior High/Middle School Teachers should hold a valid Indiana teaching license appropriate for Junior High/Middle School (6-8), Secondary (grades 5-12), or a special education teaching license that includes middle school grades. • High School Teachers should hold a valid Indiana secondary education teaching license or a special education teaching license (grades 9-12). 	
<p>3. Have you successfully completed at least one of the following for EACH Core Academic Subject area that you are currently assigned to teach.</p> <p><i>Answer this question YES only if you have completed at least one of the following for every Core Academic Subject area that you are currently assigned to teach. If you are assigned to teach more than one Core Academic Subject and have completed one or more of the following but not for all of the Core Academic Subjects that you are assigned to teach, you must answer this question NO. (Check the appropriate box(es) if successfully completed.)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Have you passed the PRAXIS II in the core academic subject area to which you are currently assigned? <input type="checkbox"/> Have you passed the National Teacher Exam (NTE) specialty exam in the core academic subject area to which you are currently assigned? <input type="checkbox"/> Have you earned a bachelor's degree or completed 24 college credit hours in the core academic subjects area to which you are currently assigned? <input type="checkbox"/> Have you earned a master's degree in the core academic subject area to which you are currently assigned? <input type="checkbox"/> Have you completed the National Board for Professional Teaching Standards (NBPTS) certification in the core academic subject area to which you are currently assigned? <input type="checkbox"/> Have you been considered Highly Qualified in another state? <input type="checkbox"/> For veteran teachers only, can you evidence 100 points earned on the HOUSSSE rubric prior to 	

the end of the 2006-2007 school year? **Note: HOUSSE is not an option for New Teachers** or for teachers who have transferred or changed assignments since the 2006-2007 school year.

If you answered **YES** to **ALL** of the questions above, you meet the definition of Highly Qualified and do not need to complete the remainder of the form. **Documentation of completion of each requirement must be kept on file at your central office.** Please see [Documenting Teachers' Highly Qualified Status](#) for guidance on what items must be kept on file for HQ documentation.

If you answered **NO** to **ANY** of the questions above, you **DO NOT** meet the definition of Highly Qualified and need to proceed to "Section C".

IF YOU ARE NOT HIGHLY QUALIFIED FOR YOUR CURRENT TEACHING ASSIGNMENT IN MULTIPLE CORE ACADEMIC SUBJECT AREAS, COPY AND COMPLETE THE FOLLOWING INFORMATION FOR EACH SUBJECT AREA FOR WHICH YOU ARE NOT HIGHLY QUALIFIED.

Section C - How will you become Highly Qualified?

Check the boxes of the methods that you will complete to become Highly Qualified and answer the questions associated with your choice(s).

Based on the preceding information, for which Core Academic Subject area teaching assignments are you **NOT** considered Highly Qualified? (Check all subjects that apply.)

English reading / language arts mathematics science world languages
 social studies (civics and government, economics, history, geography) fine arts (music and visual arts)

CORE ACADEMIC SUBJECT AREA

I will earn a valid Indiana Core Academic Subject area teaching license. (Required for New and Veteran Teachers)

- In which Core Academic Subject area will you earn a license?
- How many hours of credit do you need to earn your license?
- From which institution of higher learning will you eventually receive your degree?
- What classes will you take towards your degree by next school year?
- By what date will you have earned the license selected above?

AND one of the following:

I will pass the PRAXIS II exam in my Core Academic Subject area.

- List the date that you are scheduled to take the exam.
- Name the site where you will take the test.

I will earn a bachelor's degree or complete a minimum of 24 college credit hours in my Core Academic Subject area.

- If completing credit hours, how many additional hours do you need to earn in the Core Academic Subject area?
- How many hours will you complete by next school year?
- By what date do you anticipate having the full 24 college credit hours required?
- If earning a degree in the Core academic Subject, how many college credit hours do you have left to earn?
- From which institution of higher learning will you eventually receive your bachelor's degree?
- By what date do you anticipate earning the bachelor's degree?

I will earn a master's degree in my Core academic Subject area.

- How many hours of credit do you need to complete your master's degree?
- From which institution of higher learning will you eventually receive your master's degree?
- How many hours will you complete by next school year?
- By what date do you anticipate earning the master's degree?

I will earn National Board for Professional Teaching Standards (NBPTS) certification in my Core Academic Subject area.

- List the date that you are scheduled to earn the certification.

I can demonstrate 100 points on the [HOUSSE \(High Objective Uniform State Standard of Evaluation\)](#) rubric for the Core Academic Subject earned by the end of the 2006-2007 school year. Note: Only veteran secondary teachers hired prior to or during the 2006-2007 school year and who have not changed assignments may use the HOUSSE rubric to demonstrate meeting the Highly Qualified Teacher standards.

List the date by which you expect to present the Indiana HOUSSE rubric and all supporting documentation to your school corporation:

Make a copy for your records and send the completed information to your school corporation office. If you have any questions concerning this form, contact HQT@doe.in.gov