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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

TO: Secretaries, Principals & Other Personnel who supervise Teachers and Paraprofessionals

FROM: Dr. Machel Kline, Chief Accountability Officer

DATE: November 7, 2017

SUBJECT: Highly Qualified Teacher (HQT) and Paraprofessional Packets

Ohio will continue to require highly qualified teachers in core academic subjects for the 2017-2018 school year.

We are providing all of the required materials so that you can assemble your HQT packets. To meet this requirement, secretaries will print the “*Principal’s Recording Sheet*” and “*Teacher HQT Status Sheets*” from Infinite Campus. Packets should then be assembled, with instructions for completing the status sheets, and distributed to **all Teachers, part-time LLI teachers, and Paraprofessionals by November 14, 2017**. All information should be returned to the secretary by teachers and paraprofessionals by December 8, 2017. Upon collecting the HQT Status sheets, the principal will need to review them and the secretary will record the data in Infinite Campus.

All HQT data must be entered into Infinite Campus no later than December 8, 2017. Please remember that if you add or change any course sections for second semester, you must repeat this HQT process for any new sections.

Letters must be sent to parents of students who are being taught by teachers who do not meet the HQT criteria by December 8, 2017. Only send letters for NON-Highly Qualified Teachers in the Core areas: Reading, English/Language Arts, Math, Science, Foreign Language, Government, Economics, History, Geography and Fine Arts (including Music, Visual Arts, Dance, and Drama); **this includes part-time LLI teachers**. In some cases, the teacher may be Highly Qualified for one subject area, but not another. Letters must only be sent to the parents of the students in the course that the teacher is NOT highly qualified to teach. The DEADLINE to send these letters is December 8, 2017.

Detailed instructions and the necessary forms to help you meet the HQT requirements are included on the Infinite Campus Dashboard at the following URL as well as in Confluence.

<https://columbus.atlassian.net/wiki/display/SC/HQT>

If you have any questions or concerns, please submit a support ticket via Infinite Campus by following the instructions at the URL below, and someone on our support team will assist you.

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

You may also reach out to your Student Data Specialist (SDS) for assistance.

INSTRUCTIONS TO MEET THE REQUIREMENTS FOR HQT:

1. The secretary will print the *Principal's Recording Sheet* and *Teacher HQT Status Sheets* from Infinite Campus; print the attachments from the HQT section of the Infinite Campus Dashboard (includes memos, instructions for completing required documents, "*Form F: Instructional Paraprofessionals*", and "*Form E: Intervention Specialists*"). **All Paraprofessionals must complete "*Form F: Instructional Paraprofessionals*".** Reminder: Starting in the 2016-2017 school year (last school year), all teachers and intervention specialists who teach students eligible for the alternate assessment in grades 7-12 will need to be highly qualified in the core academic content areas of their teaching assignments. They will report their HQT status on **Form E**.

Assemble packets for **all Teachers, part-time LLI teachers, and Paraprofessionals** and distribute. Notify staff to return HQT sheets to the secretary.

2. Upon collecting the *Teacher HQT Status Sheets* and *Forms E & F*, the principal must review the information to determine if a Teacher or Paraprofessional is NOT Highly Qualified for the subject he/she is teaching.

<http://education.ohio.gov/Topics/School-Improvement/Federal-Programs/Elementary-and-Secondary-Education-Act/Highly-Qualified-Teacher-HQT-Toolkit>

3. **Send notification letters by December 8, 2017** to the parents of students who are being taught by a Teacher who is not Highly Qualified in that course as indicated on the Teacher HQT Status sheet. Attach a copy of this letter to each student's documents tab in Infinite Campus.
4. Complete the *Annual Principal Attestation HQT and Paraprofessional Form*.
5. **Substitute Teachers:** Janet McCoy will continue to notify you via e-mail of substitute teachers who have a temporary, conditional, or substitute license/certificate and have been teaching a Core course for 20 consecutive days. The principal will send parent notification letters as described above (Step 3) if the Substitute teacher is NOT highly qualified by December 8, 2017 and cc Dr. Machel Kline.
6. **Copies** of the following forms need to be uploaded to Infinite Campus. **Please keep the original documents at your site in your compliance notebook,** as they would be required in the event of an audit by the Ohio Department of Education and/or the Federal Government:

- Attach to Paraprofessional's Person Documents Tab
 - ***Form F: Instructional Paraprofessionals Sheets***
- Attach to Teacher's Person Documents Tab
 - ***Teacher HQT Status Sheets***
 - ***Form E: Intervention Specialists (if applicable)***
- Attach to Principal's Person Documents Tab:
 - ***Principals Recording Sheet***
 - ***The Annual Principal Attestation Form***

Thank you for your assistance with this important documentation.