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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: Teachers and Part-time LLI Teachers

FROM: Dr. Machel Kline, Chief Accountability Officer

DATE: November 7, 2017

SUBJECT: Highly Qualified Teacher (HQT) Packets

Ohio will continue to require highly qualified teachers in core academic subjects in the 2017-2018 transition year as dictated by current state legislation, report card requirements and the state equity plan.

Since your “highly qualified” status is based on the actual courses you teach, this information has to be reported every school year. **It does not matter if you completed this information last school year; it will need to be reported again per the Ohio Department of Education.**

Included in this packet you will find a *Teacher HQT Status Sheet* for completion. Instructions for completing the form are also included. Please complete the form and return it to your principal or secretary **no later than December 8, 2017.** In instances where you meet the Highly Qualified Teacher’s guidelines in more than one category, please use the lower number of the HQT status codes that is provided at the top right corner of your status sheet.

If you are not highly qualified, you will need to notify your principal.

Detailed instructions and the necessary forms to help you meet the HQT requirements are included on the Infinite Campus Dashboard (Confluence) at the following URL: <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 this URL: <https://columbus.atlassian.net/wiki/display/SC/Campus+Support>, and someone on our support team will assist you. You may also reach out to your Student Data Specialist (SDS) for assistance.

Thank you for your assistance with this important documentation.