

Cambridge Public Schools
NCLB "Highly Qualified Teacher" Status Form

Your Name: _____ Level Taught: Elementary Middle Grades High School

School or Dept.: _____ Grade(s) Taught: _____ Subject(s) _____

Do You Teach A Core Academic Subject(s)? Yes No (Core Academic Subjects are defined as English, Math, Science, History, Geography, Political Science, Economics, Foreign Languages, Reading, and the Arts –visual art, drama, music, dance, theatre) Core academic subject teachers include Elementary classroom teachers, as well as special education, SEI, and ELL teachers who are the sole person responsible for delivering any of these curriculum areas.

Section I: Education

Education:

- Bachelor's Degree College/Univ: _____ Major _____ Minor _____
- Master's Degree College/Univ: _____ Major _____ Minor _____
- Doctorate College/Univ: _____ Major _____ Minor _____

Section II: Massachusetts Department of Education Licensure / Certification

a) Do you hold a valid Massachusetts Educator Certification/License for the area you teach?

Yes No (If "No", you do not meet the NCLB requirements for a "highly qualified" teacher. Please complete the reverse side of this form. Sign and return.

b) List Your Primary Active Massachusetts Teaching Certification/License applicable to your teaching position

Grade Level:	Subject or Area	Type (<i>professional, initial, etc.</i>)
_____	_____	_____

SECTION III: Determination of "Highly Qualified" Status Under NCLB

Elementary Teachers: Complete the left-hand column. **Middle Grades and High School Teachers:** Complete the right-hand column. Check all applicable boxes in the relevant column. At least one box must be checked in Section A and one box in Section B to satisfy NCLB "highly qualified" teacher requirements. (Note: "MTEL" = Mass. test for Educator Licensure"; HOUSSE = High Objective Uniform State Standard of Evaluation, e.g. PDP's earned under DOE guidelines)

ELEMENTARY TEACHERS:	MIDDLE GRADE AND HIGH SCHOOL TEACHERS:
<p>A. Mass. DOE CERTIFICATION</p> <p><input type="checkbox"/> Possess Mass. certification/licensure in teaching area, and...</p>	<p>A. Mass. DOE CERTIFICATION</p> <p><input type="checkbox"/> Possess Mass. certification/licensure in teaching area, and...</p>
<p>B. SUBJECT MATTER COMPETENCY (<i>At least one of the following</i>)</p> <p><input type="checkbox"/> Passed required MTEs, or</p> <p><input type="checkbox"/> Satisfied 120 PDP's (professional development points) as required under HOUSSE*.</p>	<p>B. SUBJECT MATTER COMPETENCY (<i>At least one of the following</i>)</p> <p><input type="checkbox"/> Passed MTEL in subject area(s) taught, or</p> <p><input type="checkbox"/> Completed an academic major in the subject area(s) taught, or</p> <p><input type="checkbox"/> Completed comparable coursework equivalent to an undergraduate academic major in subject area(s) taught (e.g. 8 courses or 32 credits), or</p> <p><input type="checkbox"/> Completed an appropriate graduate degree in subject area(s) taught</p> <p><input type="checkbox"/> Completed 120 PDP's (professional development (PDP) points) as required under HOUSSE, or</p> <p><input type="checkbox"/> Possess advanced certification or credentialing (e.g. Nat'l Bd. Cert.)</p>

SUMMARY OF STATUS: A. I meet "Highly Qualified" requirements

B. I do not meet "Highly Qualified" requirements at this time (complete other side if you teach core academic subjects)

Teacher's Statement of Accuracy of Information: I hereby attest that the above information is a true and accurate summary of my educational background and current Mass. teaching certification/licensure and NCLB Highly Qualified teacher status.

TEACHERS'S SIGNATURE: _____ Date: _____

PRINCIPAL / ADMINISTRATOR SIGNATURE: _____ Date: _____

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B. "Highly Qualified Teacher Status Determination Form

Please complete this section if you currently teach a core academic subject and are not highly qualified under NCLB definitions:

Name: _____ School: _____ Grade/Subject: _____

1) Which part(s) of the highly qualified requirements do you currently not meet?

- Mass. certification/licensure for my teaching assignment.
- Meeting subject matter competency requirements for my position.

2) Have you applied to the DOE for certification/licensure for your position? Yes No

If yes, what is the status of your application? If not, please comment on why you have not applied.

3) Are you licensed / certified as a teacher in another state? Yes No

Comments:

4) Have you taken the MTELEs (Mass. Test for Educator Licensure)? Yes No

5) If you have taken the MTELEs, have you had difficulty achieving a passing score? Yes No

6) What additional steps do you need to take to become highly qualified? What supports might be helpful?

Comments:

7) Additional comments:

Please sign other side, and submit this form the Office of Human Resources as soon as possible.. *Thank you.*