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Elementary (K-8) Level
ESEA HQT Survey and Status Report for
Teachers with One or More Years of
Experience Assigned to Teach at the
Elementary (K-8) Level

Teacher Name

School

Date Completed

Use this form to determine a teacher's HQT status under the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Act (IDEA) for the entry of district data in the Annual Data Collection (ADC). This survey must be completed for any change in teaching assignment or potential change in the teacher's HQT status.

This form shall be kept in the district records. Do not send this form to the OPI.

Instructions

1. Elementary Licensed teachers: Complete Section A, Section B.1, Section C
2. Secondary Licensed teachers who teach in the middle grades (5-8):
Complete Section A, Section B.2, Section C
3. Complete Section C indicating your status regarding the HQT requirements
4. Return the completed form to the building Principal

Teachers with a Class 5 Alternative License or teachers with a Secondary License who teach in grades K-4 must complete the HOUSSE procedures to determine HQ status.

Definition

Sole provider of elementary curriculum at the elementary level means a teacher who is the exclusive instructional decision maker for student(s) in grades PK-8. If a special education teacher is the sole instructor to any elementary student for 60% or more of the school day, the teacher is considered to be the "sole provider" of elementary curriculum.

A. Assigned Teaching Position

I am a: (check all that apply)

- General Education Teacher Special Education Teacher Title I Teacher

Please complete the appropriate section below for each teaching assignment checked.

B.1 Teachers with an Elementary (K-8) (Class 1 or 2) License

Are you an elementary (K-8) general education, special education, or Title I teacher who teaches only K-8 students?

- Yes No

If the answer to above item is Yes, then you meet the HQT requirements. If you answer No to the above item then you must complete the High Objective Uniform State Standard of Evaluation (HOUSSE) form to determine your HQT status.

B.2 Teachers with a Secondary (5-12) License Teaching in the Middle Grades (5-8)

**I am the sole provider of content in the following Core Academic Subject(s) as defined by ESEA:
 (check all that apply)**

- English Reading or Language Arts Mathematics Science Foreign Languages
 Civics and Government Economics Visual Arts History Geography Elementary
 None of the Above

(If teachers are NOT the sole provider of core academic content in any core academic subject, they do not need to make a determination or report HQ status. Check "None of the Above" and return this form to the building Principal. These teachers have no ESEA requirements beyond Montana licensure.)

Please complete the following items for each subject checked above.

Are you a secondary (5-12) licensed teacher with a major in the core academic subject that you are assigned to teach at the middle grades (5-8) level? Yes No N/A

Are you a secondary (5-12) teacher with a special education endorsement providing special education services at the elementary (K-8) level and you are **not** the sole provider of elementary curriculum for any student? Yes No N/A

Are you a secondary (5-12) licensed teacher and you are the sole provider of elementary curriculum and have passed the Praxis II Elementary Content test? Yes No N/A

If the answer to any item above is Yes, then you meet the HQT requirements. If you answer No or N/A to all the above items then you must complete the High Objective Uniform State Standard of Evaluation (HOUSSE) form to determine your HQT status.

I must complete the HOUSSE for each of the following core academic subject(s): [Attach HOUSSE form(s)]

(The HOUSSE is only for use by teachers with one or more years of experience teaching in a core academic subject.)

English Reading or Language Arts Mathematics Science Foreign Languages

Civics and Government Economics Visual Arts History Geography Elementary

C. HQT Status for Classes Taught

For elementary (K-8) teachers, teaching the elementary curriculum for the entire day is considered one class. For middle grade teachers (5-8), regardless of the number of subjects taught, the entire day is considered one class.

Based upon the results of the HQT Survey and HOUSSE form (if needed):

I meet the HQT requirements.

OR;

I do not meet the HQT requirements.

I have developed a plan with my building administrator to meet, as soon as possible, the HQT requirements in these core academic subjects. This plan is on file at the district office.

Signatures

Teacher

Administrator

Date Hired: M __ D __ Y ____

Date SRSA Grace Period Ends: M __ D __ Y ____

This information is to be used to complete the data entry for this teacher for class assignments in the ADC.

For additional information regarding ESEA requirements for "Highly Qualified Teacher" status, go to the OPI Web site at www.opi.mt.us/FederalPrograms/Index/html then click Highly Qualified Teachers, FAQ.