

## MEMORANDUM

**TO:** Regional Superintendents, Assistant Regional Superintendents, Administrator Academy Coordinators, Continuous Improvement Partnership, Illinois Education Association, Illinois Federation of Teachers, Directors of Special Education, Bilingual Directors

**FROM:** The Certification Division, Illinois State Board of Education

**DATE:** September 29, 2006

**SUBJECT:** NEW HOUSSE INFORMATION: *Clarification of September 12 Memorandum*

The U.S. Department of Education has encouraged all states to limit the use of HOUSSE to specific groups and to describe these limitations in a revised plan due September 29. Until Illinois' plan has been reviewed by the U.S. Department of Education and they instruct us that we must do otherwise, the current HOUSSE requirements will continue to apply to all veteran teachers (teachers who have at least one full year of experience).

**Illinois must submit a Consolidated State Performance Report to United States Department of Education on December 1, 2006.** One of the two portions of this report contains all data regarding highly qualified teachers (HQT). ISBE must report who will be able to use HOUSSE, the numbers of teachers who need to use HOUSSE, and when the HOUSSE option will be terminated. **It is for this reason that ISBE staff urge as many teachers as possible to submit HOUSSE data via ECS by October 31, 2006. Staff will be using this data in the report.**

As a state, we need to demonstrate that a large percentage of our teachers are highly qualified. In addition, districts will be required to file plans for teachers who are not highly qualified to become highly qualified and ROEs will be required to verify the existence of such plans.

Attached you will find additional information about the requirements for NCLB, HOUSSE, and instructions for entering HOUSSE results on ECS:

- I.) Course assignments listed on the teacher service record
- II.) NCLB requirements
- III.) Ways to demonstrate highly qualified status
- IV.) HOUSSE
  - A.) HOUSSE and ECS
  - B.) Teachers who may use HOUSSE
  - C.) How to record HOUSSE on ECS
- V.) Teachers who do not qualify through HOUSSE

**I: List of TSR subject assignments and their corresponding Federal NCLB Content Areas.**

ISBE will be gathering HQ data based on Illinois' Teacher Service Record System (TSR) subject assignments that are subsets of the broader Federal NCLB core content areas. Teachers will have to be HQ in these Illinois subject assignments so ISBE can link TSR data reported by the districts to HQ data in ECS for Federal reporting. Teachers will need to check the box of any class they are teaching.

<b><u>ISBE TSR Subject Assignment</u></b>	<b><u>Federal NCLB Group</u></b>	<b><u>ISBE TSR Subject Assignment</u></b>	<b><u>Federal NCLB Group</u></b>
Algebra	Mathematics	Hebrew	Foreign Language
Art	Art	History (Middle Grades Only)	History
Basic and/or General Math	Mathematics	Instrumental Music	Music
Biological Sciences (Middle Grades Only)	Science	Italian	Foreign Language
Biology (Grades 9-12 Only)	Science	Japanese	Foreign Language
Botany (Grades 9-12 Only)	Science	Journalism (Grades 9-12 Only)	Reading & Language Arts
Calculus (Grades 9-12 Only)	Math	Korean	Foreign Language
Chemistry (Grades 9-12 Only)	Science	Language Arts (Grades 1-8 Only)	Reading & Language Arts
Chinese – Cantonese	Foreign Language	Latin	Foreign Language
Chinese – Mandarin	Foreign Language	Other Foreign Languages	Foreign Language
Dance	Art	Physical Science (Middle Grades Only)	Science
Drama/Theatre Arts	Art	Physics (Grades 9-12 Only)	Science
Earth/Space Science (Grades 9-12 Only)	Science	Physiology (Grades 9-12 Only)	Science
Economics (Grades 9-12 Only)	Economics	Polish	Foreign Language
Elementary Self-Contained (K-5 Only)	Elementary Self-Contained	Political Science/Civics (Grades 9-12 Only)	Civics & Government
Elementary Self-Contained (K-3 Only)	Elementary Self-Contained	Reading	Reading & Language Arts
English (Grades 9-12 Only)	Reading & Language Arts	Reading Specialist	Reading & Language Arts
English as a Second Language	Reading & Language Arts	Russian	Foreign Language
Environmental Science	Science	Spanish	Foreign Language
French	Foreign Language	Speech (Grades 9-12 Only)	Reading & Language Arts

<u>ISBE TSR Subject Assignment</u>	<u>Federal NCLB Group</u>	<u>ISBE TSR Subject Assignment</u>	<u>Federal NCLB Group</u>
General Science	Science	Title I Remedial Math	Mathematics
Geography (Grades 9-12 Only)	Geography	Title I Remedial Reading	Reading & Language Arts
Geography (Middle Grades Only)	Geography	U.S. History (Grades 9-12 Only)	History
Geometry (Grades 9-12 Only)	Mathematics	Vocal Music	Music
German	Foreign Language	World History (Grades 9-12 Only)	History
Greek	Foreign Language	Zoology (Grades 9-12 Only)	Science

*You do not need to use HOUSSE to apply for a highly qualified subject area for which you are already highly qualified in the list above.*

## **II: NCLB REQUIREMENTS**

**Teachers who have the sole (or primary) responsibility for teaching even one section of the above federal NCLB areas must demonstrate highly qualified status to teach that core content area(s) under NCLB. The listing below covers all such areas:**

- 1.) The Arts
- 2.) Civics or Government
- 3.) Economics
- 4.) English
- 5.) Foreign Language
- 6.) Geography
- 7.) History
- 8.) Mathematics
- 9.) Reading and Language Arts
- 10.) Science

**Teachers who teach any federal NCLB area not listed above are not required to demonstrate highly qualified status. The following are examples of subject areas that do not require one to report highly qualified status:\***

- 1.) Agriculture
- 2.) Business/Accounting
- 3.) Drivers Education
- 4.) Family and Consumer Science
- 5.) Industrial Arts
- 6.) Physical Education
- 7.) Special Education Resource
- 8.) Technology
- 9.) Social Studies

*\*If, for example, a teacher is teaching an agriculture course for which a student receives math credit, that teacher must be highly qualified in math.*

*Please note: Being highly qualified under NCLB does not automatically qualify the educator to teach this subject in an Illinois Public School. The educator must also meet Illinois certification requirements.*

### **III: WAYS TO DEMONSTRATE HIGHLY QUALIFIED STATUS:**

- 1.) Passing a state content test in the subject, or
- 2.) Having a major indicated by a college or university transcript, or
- 3.) Having 32 semester hours in the subject, or
- 4.) Having a master's degree or higher in the subject, or
- 5.) Having a state master certificate in the subject.

If you have qualified through one of the above methods **and** ISBE has your official transcripts and/or test results, ECS will automatically record you as being highly qualified in the pertinent content area. If you are considered highly qualified through one of the above methods and ISBE has data on file for your highly qualified subject area, such information will have already been added to ECS.

If you hold a degree and/or degree major in a core academic subject area and your highly qualified subject area is not listed on ECS, use the *Enter New Degree* **or** *Edit Degree* link on the ECS Degrees page to enter the information. ISBE will approve requests to have the data added to ECS when we receive official transcripts showing your degree and/or degree major. Please be advised that it may take a few weeks for subsequent degree information to be reviewed and applied to ECS.

Please note that the information contained above is generated from the current educator's electronic file. Educators with incomplete electronic records may be highly qualified in more subject areas than those listed. For example, persons who have passed the Elementary/Middle School IL ICTS Content Exam will be listed as highly qualified in the following areas: Reading, General Science, Basic and/or General Math, Algebra, Physical Science, Language Arts, Biological Sciences, History, and Geography.

### **IV: HOUSSE**

#### **A) HOUSSE AND ECS**

If you do not qualify through one of the above methods, you will need to use the High Objective Uniform State Standard of Evaluation (HOUSSE) method. It is a mechanism provided in NCLB as a means for veteran teachers (those who have at least one full year of teaching experience) to demonstrate that they are highly qualified in a core content area. Last year ISBE implemented administrative rules for this option and urged all teachers to complete the process as soon as possible. IEA and IFT worksheets are available on the agency's website for that purpose at <http://www.isbe.net/certification/default.htm>. ECS also provides links to each of these worksheets, which teachers may click on once they

have established that the automatic means in the ECS system has not found them HQ in a specific subject.

Federal law requires ISBE to provide data on the status of its teachers in relation to their highly qualified requirements. ISBE has developed ECS to permit teachers to report their results from the IEA and IFT HOUSSE worksheets. Teachers using the ECS system will, in many cases, find their highly qualified areas have been automatically determined using information on file at ISBE. Teachers with questions should contact their Regional Office of Education. Please go to [www.isbe.net/regionaloffices/pdf/roedirectory/pdf](http://www.isbe.net/regionaloffices/pdf/roedirectory/pdf) for a link to the ROE Directory.

## **B): TEACHERS WHO MAY USE HOUSSE**

### ***VETERAN TEACHERS***

- 1.) Veteran teachers (those with at least one full year of teaching experience) may use HOUSSE to demonstrate their competence in any new subject to which they are assigned after 2005-06 until the USDE declares the option invalid or the law changes.
- 2.) All veteran teachers are encouraged to use HOUSSE to the fullest extent for all core academic subjects where they are now employed or may wish to be employed, if they do not meet one of the other means of demonstrating content competence for the subject. Please enter the results from the IEA or IFT worksheets on ECS before October 31, 2006, if possible.
- 3.) Veteran teachers may continue to use HOUSSE to become highly qualified in additional subjects to complete their professional development plans. *Please note that becoming HQ in an additional teaching field is one means of qualifying for certificate renewal or for moving from an initial to a standard certificate.*
- 4.) Administrators who meet the definition of a veteran teacher may continue to use HOUSSE to demonstrate highly qualified status.

### ***NEW SPECIAL EDUCATION TEACHERS OF MULTIPLE SUBJECTS***

New special education teachers of multiple subjects, however, who are highly qualified in language arts, science, or math, have two years from the date of employment to become HQ in the remaining subjects, and may use HOUSSE after the first year. Such teachers will not be considered HQ in the additional subjects until they have met the federal standards for HQ (but are not required to be HQ in those subjects during the two-year period).

Special education teachers who have completed an approved special education program and an APT for HQ in Language Arts are considered to be highly qualified to teach English/Language Arts in Grades K-12.

### ***NEW RURAL TEACHERS OF MULTIPLE SUBJECTS***

New rural school teachers of multiple subjects who are HQ in one subject may have three years from the date of employment to become HQ in the others and may use HOUSSE after the first year. Such teachers will not be considered HQ in the other subject until they have met the federal standards for HQ (but are not required to be HQ in those subjects during that three-year period).

**PLEASE NOTE THAT ECS WILL BE THE ONLY OFFICIAL WAY OF RECORDING HOUSSE RESULTS. NO OTHER SOURCE OF HOUSSE DATA WILL BE HONORED OR CONSIDERED VALID.**

**ECS will report highly qualified status to:**

- 1.) Districts in Illinois, ISBE and other states to validate HOUSSE qualifications.
- 2.) Education departments of other states may give reciprocity to teachers from Illinois who attain HQ status in core content areas through the use of Illinois HOUSSE. Please be advised that we do not know at this time which states will honor reciprocity.

**C): HOW TO RECORD HOUSSE RESULTS ON ECS:**

Teachers should first review their HQT core content areas already listed on ECS under the NCLB credential list. This will show teachers those core content areas where the agency has already determined they are HQ.

Teachers do not have to use HOUSSE for subjects where ISBE has already determined they are highly qualified.

- 1.) When ECS does not show that the teacher is HQ in a core content area and the teacher has already used the IEA or IFT worksheets to determine their HQT status, the teacher should enter on ECS the results of any HOUSSE assessment he or she has already completed. It is not necessary to repeat the worksheet in those areas.
- 2.) Teachers should then use the IEA or IFT worksheets to determine their HQT status in *any additional area* and record the results on ECS.
- 3.) If teachers have majors or advanced degrees that qualify them as HQT in the core content area(s), but these do not appear on ECS, they should update ECS by entering the degree data and forwarding official transcripts within 30 days to ISBE or the pending degree request will be removed.

The ECS system is designed to provide continuing NCLB reports in the future by linking with the assignments districts report for teachers on the Teacher Service Record. These assignments are frequently a sub-set of an NCLB core content area. For that reason, the broad core NCLB subjects will not appear as choices on ECS. Teachers will need to report their assignment as listed by the district on the Teacher Service Record and the ECS system will convert it to the corresponding NCLB core area.

Teachers who have previously used the IEA or IFT worksheets do not need to go through the HOUSSE process again for those same content areas, but need only enter the final results on ECS. If the teacher turned the worksheet results into the district or school office and did not retain a copy, he or she should ask the district for a copy so this process may be completed. Using ECS for entering the final results is a simple and brief process.

All teachers reporting they are highly qualified in core content areas through HOUSSE will be expected to maintain proof of their status for audit reviews. Teachers who knowingly falsify or misrepresent their qualifications may be subject to revocation of their certificate(s).

**V: WHAT HAPPENS IF A TEACHER IS FOUND TO BE NOT HIGHLY QUALIFIED FOR A CORE CONTENT AREA HE OR SHE IS TEACHING?**

Teachers who do not qualify through HOUSSE or another *NCLB* demonstration of competence are not highly qualified and must be reported as such. However, a component of our proposed federal plan of September 29, 2006, is a requirement that districts create a plan in collaboration with the teacher to become highly qualified in the core content area(s) to which he/she is assigned within a two-year period. The district must provide resources and support teachers in their efforts to become highly qualified in the assigned core content areas(s). The plan will be entered into the ECS system and remain on file for compliance visits by Regional Superintendents.