Highly Qualified Quick Reference Sheet

ELEMENTARY

For HQ at the Elementary "K-5 All" or "K-8 All":

- Those with teaching certificates originally issued after 1993, all took the MTTC test.
 - Check "Passed a comprehensive content exam."

or

- Those with teaching certificates originally issued prior to 1993 and have any MA
 - Check HOUSSE Option 1

For HQ in other core academic areas where the teacher is endorsed:

Using the Middle School Forms -

- Those with teaching certificates after 1993, all took the MTTC test.
 - o Check "Passed a comprehensive content exam" for each area endorsed.

or

Those with teaching certificates prior to 1993

If the teacher has ...

- o ...taken the MTTC Test check "Passed a comprehensive content exam".
- o ... a major in the area endorsed- check "Earned an academic major."
- o ...a MA in teaching /curriculum (not leadership, counseling, special ed) -check HOUSSE Option 1.
- ... 18 credits in classes supporting the subject –check HOUSSE Option 1.
- o ... 90 hours PD or 6 credits within the last 5 years in the subject check HOUSSE Option 2.
- ...completed a portfolio in the subject check HOUSSE Option 3

Note: The "K-8 All", is considered a minor in everything, so the teacher is considered <u>endorsed</u> for any subject. However you can only be HQ in a core academic subject by one of the options listed above.

MIDDLE SCHOOL and HIGH SCHOOL

For HQ in each core academic area where the teacher is endorsed:

- Those with teaching certificates originally issued after 1993, all took the MTTC test.
 - Check "Passed a comprehensive content exam" for each area endorsed.

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- Those with teaching certificates originally issued prior to 1993
 - If the teacher has ...
 - ...taken the MTTC Test check "Passed a comprehensive content exam".
 - o ...a major in the area endorsed- check "Earned an academic major."
 - o ...a MA in teaching /curriculum (not leadership, counseling, special ed) -check HOUSSE Option 1.
 - o ... 18 credits in classes supporting the subject -check HOUSSE Option 1.
 - o ... 90 hours PD or 6 credits within the last 5 years in the subject check HOUSSE Option 2.
 - o ...completed a portfolio in the subject check HOUSSE Option 3.

Note: The "K-8 All", is considered a minor in everything, so the teacher is considered <u>endorsed</u> for any subject. However you can only be HQ in a core academic subject by one of the options listed above.

Additionally with a "K-8 All", you are HQ in elementary by:

Using the ELEMENTARY FORM

o Taking the MTTC test- check "Passed a comprehensive content exam".

or

o have any MA -check HOUSSE Option 1

Teachers may view their teaching certificates online via the Michigan Department of Education website. The address is https://mdoe.state.mi.us/teachercert/.

Official Michigan Highly Qualified Elementary Teacher Report Revised September 14, 2007

Full Name (as it appears on Michigan teaching certificate)		Core Academic Subject Area (one form for each subject)	
	Place of Employment (District)	Building	Telephone Number
Note: All teach grade level vali	ners must hold at least a bachelor's degree and full dity of the Michigan certificate).	state certification (and be assi	gned within the subject and
Check the one area identified a	option you have completed that demonstrates you a at the top of this page.	are a highly qualified teacher in	n the core academic content
Elementary tea	cher assigned to grades K-5:		
Passe	d a comprehensive elementary content exam.		
Comp	leted one or more of the following HOUSSE options	:	
Parameter Control	Have at least three years of teaching experience Provisional teaching certificate, a minimum of 18 study or towards a master's or higher degree tha (HOUSSE Option 1)	semester hours in a core aca	demic subject program of
((Have at least three years of teaching and complete development plan of 90 clock hours of profession content area. (HOUSSE Option 2)		
:	Demonstrated competence, as outlined in a local (portfolio or classroom observation). (HOUSSE	performance assessment of Option 3)	my employing district
	••••••	•••••	
highly qualifie	y that I have successfully met the option, as noted teacher for the content area stated above and ined in the federal law, ESEA/No Child Left Behi	thereby deemed to be a high	nly qualified
	Signature of Teacher		Date

MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF THE TEACHING CERTIFICATE.

Please submit this form to your local district, ISD, or PSA superintendent or chief administrator before September 15, 2008, or upon demonstrating competence before being assigned to a new core academic area.

Mandated by Federal No Child Left Behind Act

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.

Official Michigan Highly Qualified <u>HIGH SCHOOL/SECONDARY</u> Teacher Report Revised September 14, 2007

Full Name (as it appears on Michigan teaching certificate)	Core Academic Subject Area (one form for each subject area)			
Place of Employment (District)	Building	Telephone Number		
Note: All teachers must hold at least a bachelor's degree and and grade level validity of the Michigan certificate).	d full state certification (and be assig	ned within the subject		
Check one option you have completed that demonstrates you a area identified at the top of this page.	are a highly qualified teacher in the o	core academic content		
High School teacher assigned grades 9-12; or assigned second	dary-level grades 6-12.			
Passed the appropriate MTTC subject content area ex	kamination.			
Have an earned academic major in the content area.				
Have an earned master's degree in the content area of skills needed to teach the content.	or a master's degree focused on imp	roving the knowledge and		
Have coursework equivalent (at least 30 semester hou	urs) of a major in the content area.			
Have National Board Certification in the content area.				
Completed one or more of the following HOUSSE options:				
Provisional teaching certificate, a minimum of	Have at least three years of teaching experience and have completed, after receiving the Michigan Provisional teaching certificate, a minimum of 18 semester hours in a core academic subject program of study or towards a master's or higher degree that supports the teaching of the core academic subject. (HOUSSE Option 1)			
	Have at least three years of teaching and completed (in the last five years) an individual professional development plan of 90 clock hours of professional development or 6 semester hours of coursework in the content area. (HOUSSE Option 2)			
Demonstrated competence, as outlined in a least operation or classroom observation) and approximately approx	ocal performance assessment of my oved by the MDE (HOUSSE Option	employing district 3).		
I hereby certify that I have successfully met the option, as a teacher for the content area stated above and thereby deen federal law, ESEA/No Child Left Behind, Section 1119 and S	ned to be a highly qualified teach			
iederariaw, ESEA/NO Omio Leit Bernio, Section 1119 and 3	366tton 3101.			
Signature of Teacher	Da	te		

MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF THE TEACHING CERTIFICATE.

Please submit this form to your local district, ISD, or PSA superintendent or chief administrator before <u>September 15, 2008</u>, or upon demonstrating competence before being assigned to a <u>new core</u> academic area.

Mandated by Federal No Child Left Behind Act

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.

Official Michigan Highly Qualified Middle School Teacher Report Revised July 12, 2007

Full Name (as it appears on Michigan teaching certificate)		Core Academic Subject Area (one form for each subject)			
	Place of Employment (District)	Building	Telephone Number		
Note: and gra	All teachers must hold at least a bachelor's degree and full st de level validity of the Michigan certificate).	ate certification (and be as	ssigned within the subject		
Check to	he one option you have completed that demonstrates you are d at the top of this page.	a highly qualified teacher	in the core academic area		
Middle	School teacher assigned grades 6-8:				
lf you p followin	rovide direct instruction to students in a core academic subjec g:	t, choose from the			
	Earned an academic major in the content area.				
	Passed the MTTC subject area test for the content area.				
	Have an earned master's degree in the content area or related/supporting area. (MDE has determined that a master's in an appropriate supporting program, such as curriculum and instruction, may be used as a demonstration of highly qualified for all of the subjects [for which the teacher is authorized by the state] in which the teacher was instructing at the time the master's was earned.)				
	Have completed one or more of the following HOUSSE option	ns:			
	Have at least three years of teaching experience ar Provisional teaching certificate, a minimum of 18 se study or towards a master's or higher degree that s (HOUSSE Option 1)	mester hours in a core ac	ademic subject program of		
	Have at least three years of teaching and complete development plan of 90 clock hours of professional content area. (HOUSSE Option 2)	d (in the last five years) an development or 6 semeste	individual professional er hours of coursework in the		
	Demonstrated competence, as outlined in a local propertion or classroom observation). (HOUSSE Op	erformance assessment of tion 3)	my employing district		
	Have National Board Certification in the content are assignment.	a at an appropriate develo	opmental level for your		
	Have coursework equivalent (at least 30 semester hours) to	a major in the content area	a.		
	•••••	•••••			
highly	y certify that I have successfully met the option, as noted qualified teacher for the content area stated above and the as defined in the federal law, ESEA/No Child Left Behind	ereby deemed to be a high	hly qualified		
<u> </u>	Signature of Teacher		Date		

MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF THE TEACHING CERTIFICATE.

Please submit this form to your local district, ISD, or PSA superintendent or chief administrator before September 15, 2009, or upon demonstrating competence before being assigned to a new core academic area.

Mandated by Federal No Child Left Behind Act

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.