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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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February 17, 2016

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Action Required  
Informational

### MEMORANDUM NO. 012-16M SPECIAL PROGRAMS & FEDERAL ACCOUNTABILITY

TO: Educational Service District Superintendents  
School District Superintendents  
School Building Principals

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Highly Qualified Teachers (HQT) Transitions

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The purpose of this memorandum is to provide information about the Title II, Part A requirements for Highly Qualified Teachers (HQT), as Washington state transitions from the old No Child Left Behind Act (NCLB) to the new Every Student Succeeds Act (ESSA), signed into law on December 10, 2015.

#### **New Requirements Under ESSA**

Under ESSA, the HQT definition is eliminated and is no longer a federal requirement. All teachers hired, transferred or reassigned on December 10, 2015, and thereafter do not need to meet the federal highly qualified requirements. School districts should monitor new hires after this date to ensure full state licensure and certification for current assignments.

School districts who are beginning the recruitment and hiring process for the 2016–17 school year may hire teachers to be under contract for the 2016–17 school year who meet the following criteria:

- Full state licensure and certification for teaching assignment
  - Professional Educator's Standards Board Licensure information:  
<http://pathway.pesb.wa.gov/>

- Office of Superintendent of Public Instruction Certification Office information:  
<http://www.k12.wa.us/certification/TeacherMain.aspx>

Under the new ESSA, districts will no longer be required to complete a spring Needs Assessment to determine professional development needs of teachers and principals. In addition, the federal HQT Improvement and Accountability Plans required from districts who failed to meet HQT requirements at 100 percent no longer exist.

The Office of Superintendent of Public Instruction (OSPI) is required to monitor teacher qualifications through the Title II, Part A office and will continue to collect data about the certification, endorsements, teaching assignments, and years of experience. Title II, Part A will issue guidance on the implementation of ESSA prior to the 2016–17 school year, including new grant guidance for the Title II, Part A formula grants to school districts.

### **HQT Requirements**

Teachers are required to be highly qualified if they were employed and under contract for the 2015–16 school year with an instructional start date before the ESSA was enacted on December 10, 2015. Below is a fact sheet on requirements for school districts under Title II, Part A for HQT hired and on contract for the 2015–16 school year with an instructional start date before December 10, 2015.

### **HQT Data Reporting**

Districts will be expected to adhere to the online HQT Tool reporting requirements by reporting to CEDARS all teachers assigned to teach a course or assigned to a homeroom during the current 2015–16 school year. Long-term substitutes, defined as a certificated teacher who serves in a substitute capacity for four or more consecutive weeks in a single assignment, and contracted teachers employed by third party vendors must also be reported to CEDARS. District human resource personnel will satisfy the HQT reporting requirements by indicating the highly qualified status in the HQT Tool of all teachers employed by the district prior to December 10, 2015. For those teachers hired, transferred, or reassigned on December 10, 2015 or thereafter who do not meet the highly qualified requirements for their current teaching assignment, district human resource personnel shall continue reporting the teacher's status through the HQT tool and CEDARS for the remainder of the 2015-16 school year. OSPI will verify a teacher's instructional start date through CEDARS for accurate reporting.

### **Consolidated Program Review (CPR) Requirements**

For those districts who accepted federal Title I and Title II, Part A funds during the 2015–16 school year, OSPI will continue to monitor school districts' federally funded and selected state programs. District personnel should continue to provide the required documentation for CPR monitoring and reviews. This includes all documentation required under the Title II, Part A, checklist items 6.1, 6.2, 6.3, and 6.4.

### **End of Year Report**

Districts will need to complete the End of Year Report – iGrants Form Package 284 in the Education Data System (EDS), detailing how the district expended federal funds under the Title II, Part A grant for the 2015–16 school year. This report is due to OSPI on September 30, 2016 and will be available to districts to complete in late spring/early summer through iGrants.

### **Records Retention**

Districts should continue to maintain all on-site documentation required under the Elementary and Secondary Education Act and as stipulated by the school district's records retention schedule.

For questions regarding this memorandum please contact Maria Flores at 360-725-6359 or [maria.flores@k12.wa.us](mailto:maria.flores@k12.wa.us), or Gayle Pauley at 360-725-6170 or [gayle.pauley@k12.wa.us](mailto:gayle.pauley@k12.wa.us). The agency TTY number is 360-664-3631.

### **K–12 EDUCATION**

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### **TITLE II, PART A & SPECIAL PROGRAMS**

Maria Flores  
Director

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