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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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**Randy I. Dorn** Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

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May 12, 2016

(X) Action Required  
Due Date: June 10, 2016  
(X) Informational

### MEMORANDUM NO. 026-16M TITLE II, PART A AND SPECIAL PROGRAMS

TO: School District Superintendents  
School District Human Resource Personnel

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

RE: High Objective Uniform State Standard of Evaluation (HOUSSE) Forms

CONTACT: Maria Flores, Director, Title II, Part A and Special Programs  
Phone: 360-725-6340; [dl\\_title2quality@k12.wa.us](mailto:dl_title2quality@k12.wa.us)  
Agency TTY: 360-664-3631

The Office of Superintendent of Public Instruction (OSPI) is sending this reminder to district Human Resources Personnel and other office personnel responsible for the Highly Qualified Teacher Data Collection (HQT) tool that **the submission window is June 20 through June 24**. All buildings must be locked and the district must submit their final federal Highly Qualified Teacher (HQT) report during this submission window. This is to finalize the HQT data requirements of the No Child Left Behind Act (NCLB).

#### **Red and Black HOUSSE Forms**

As the Title II, Part A staff have reviewed all buildings in all districts, they still see many red and black HOUSSE forms. **District personnel have until June 10, to address any red HOUSSE form issues in buildings** (all red HOUSSE forms must be “corrected” or deleted) for current teachers.

**On June 11, red HOUSSE forms will no longer show in the current HQT tool** (although they will be archived).

**This may cause open action boxes showing the teacher is not highly qualified in the content area they are assigned to teach.** Please provide a narrative describing

the action(s) the teacher will undertake to meet the HQT requirements into the open action box and identify the appropriate program from the pull down menu. District personnel will not be able to lock buildings with open action boxes that have no narrative or program identification.

**If Title II, Part A staff are unable to validate the remaining “corrected” black HOUSSE forms, they will be deleted from the HQT Tool** (they will be archived along with the red HOUSSE forms).

Districts will be able to submit only when all HOUSSE forms have been validated and turned green, and all action boxes are addressed and a program identified.

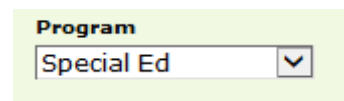
### **HQT Requirements for 2015–16**

For all districts that received federal Title II, Part A funds for the 2015–16 school year, it is a federal requirement that all teachers, employed by the district prior to December 10, 2015, and teaching a core subject, be highly qualified by the end of the current school year. This means some teachers will need to take the appropriate state tests to meet the HQT requirements. Districts may use their Title II, Part A funds to assist with the testing fees.

Prior to submission, district personnel will also need to:

1. Provide copies of test scores not in the system, and transcripts verifying academic majors, graduate degrees, and coursework equivalent to a major if requested by OSPI.
2. Provide narrative in the open action boxes with appropriate test and completion date when the teacher will become highly qualified.

3. Select the appropriate program from the pull down menu.



The image shows a screenshot of a web-based form. It features a light green header with the word "Program" in bold. Below the header is a white rectangular box containing the text "Special Ed" and a small downward-pointing arrow icon on the right side, indicating a pull-down menu.

Along with your district HQT data, you will also have to submit your 2015 summer school data and paraeducator data as of October 1, 2015.

Should you have any questions or concerns, please contact the Title II, Part A office at 360-725-6340 or one of the program supervisors: Julia Fallon at [julia.fallon@k12.wa.us](mailto:julia.fallon@k12.wa.us), Debbie Parriott at [deborah.parriott@k12.wa.us](mailto:deborah.parriott@k12.wa.us), Pat Smithson at [pat.smithson@k12.wa.us](mailto:pat.smithson@k12.wa.us), or Hisami Yoshida at [hisami.yoshida@k12.wa.us](mailto:hisami.yoshida@k12.wa.us).

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## K-12 EDUCATION

Gil Mendoza, Ed.D.

Deputy Superintendent

## SPECIAL PROGRAMS AND FEDERAL ACCOUNTABILITY

Gayle Pauley

Assistant Superintendent

Maria Flores, Director

Title II, Part A and Special Programs

RD: mf:kb

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