



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



Series: 2008-2009
Circular Letter: C-6

TO: Superintendents of Schools
Executive Directors of Regional Educational Service Centers
Directors of Charter Schools

FROM: Mark K. McQuillan
Commissioner of Education

DATE: January 30, 2009

SUBJECT: Requirements for Districts Not Meeting 100 Percent Highly Qualified Teachers Goal

Pursuant to the No Child Left Behind Act (NCLB), all Connecticut school districts were required to meet the goal of having all core academic subjects taught by highly qualified teachers (HQT) by the 2006-07 school year. The purpose of this circular letter is to notify districts described below of the consequences for not meeting the 100 percent HQT goal.

- **Effective starting with the 2008-09 school year, districts that have not met the 100 percent HQT goal for two consecutive years must develop an improvement plan.**

The Connecticut State Department of Education (CSDE) will inform districts that are subject to the improvement plan requirement. Affected districts must submit improvement plans in March 2009.

Districts can satisfy this requirement by completing and submitting the CSDE online “NCLB Highly Qualified Teacher Improvement Plan,” formerly named the “NCLB Highly Qualified Teacher Progress Report.” A copy of the “NCLB Highly Qualified Teacher Improvement Plan” is attached.

For the past three years, districts have been required to complete the “NCLB Highly Qualified Teacher Progress Report” and submit information about the actions they have taken to ensure that all teachers of core academic subject areas are highly qualified. The “NCLB Highly Qualified Teacher Improvement Plan” will also require districts to detail the steps that will be taken to ensure that they meet the 100 percent HQT goal.

The CSDE will assist districts with their improvement plans by providing a report to each district outlining the reasons that caused the district to miss the 100 percent HQT goal. Districts will be required to address the identified reasons when submitting their improvement plans.

The CSDE will provide additional information about submitting the improvement plans at a later date.

- **Effective starting with the 2009-10 school year, districts that have not met the 100 percent HQT goal for three consecutive years AND have not made adequate yearly progress (AYP) for three consecutive years:**
 - must enter into an agreement with the CSDE concerning the use of the district's Title II, Part A, Teacher Quality funds to ensure that the funds are used to reach the 100 percent HQT goal; and
 - Title I districts will be prohibited from using Title I funds to pay for new paraprofessionals unless certain conditions are met.

The CSDE will provide technical assistance to the districts that have not met both goals.

If you have any questions regarding these requirements, please contact the appropriate CSDE staff member(s) from the list below:

- **Teacher Data/Improvement Plan:** Barbara Canzonetti, 860-713-6818 or barbara.canzonetti@ct.gov
- **HQT:** Nancy Pugliese, 860-713-6708 or nancy.pugliese@ct.gov
- **Title I:** Marlene Padernacht, 860-713-6568 or marlene.padernacht@ct.gov
- **Title II, Part A:** James Dargati, 860-713-6562 or james.dargati@ct.gov.

MKM:mp

Attachment

NCLB Highly Qualified Teacher Improvement Plan

Summary Statistics

Based on 2007-2008 Data	
Percentage of NHQ Teachers (FTEs):	Percentage of Students Eligible for Free or Reduced-Price Meals:
Percentage of Classes Taught by NHQ Teachers:	District is In Top Poverty Quartile: District is In Bottom Poverty Quartile:
Percentage of Classes Taught by NHQ teachers in Schools Not Making AYP:	Percentage of Minority Students:

District Reporting

How will teachers working without a certificate become highly qualified by the end of the 2008-2009 school year?

Check all that apply.

- Terminate employment
- Obtain DSAP after taking PRAXIS II
- Take additional courses to become fully certified and pass PRAXIS II in the content area
- Other: describe below

Explanation of "Other" Category: (field type Memo)

How will teachers working under Durational Shortage Area Permits (DSAPs) become highly qualified by the end of the 2008-2009 school year? (Teachers obtaining DSAPs after July 1, 2006 are required to take PRAXIS II in the content areas they are teaching.)

Check all that apply.

- Pass the PRAXIS II in the content area

- Take additional courses to become fully certified
- Report teacher as not highly qualified if coursework and PRAXIS II not completed
- Terminate employment if coursework and PRAXIS II not completed
- Other: describe below

Explanation of "Other" Category: (field type Memo)

How will teachers working under Interim Initial or Interim Provisional certificates become highly qualified by the end of the 2008-2009 school year?

Check all that apply.

- Pass the PRAXIS II in the content area
- Complete all required coursework
- Terminate employment if PRAXIS II not completed by expiration date of Interim certificate

How will teachers teaching out of their certification area become highly qualified by the end of the 2008-2009 school year?

Check all that apply.

- Transferred into a position for which they are fully certified and highly qualified
- Obtain a Master's degree in the subject area
- Obtain a DSAP
- Obtain appropriate certification for the content they are teaching
- Other: describe below

Explanation of "Other" Category: (field type Memo)

How will veteran teachers certified prior to 1989 become highly qualified by the end of the 2008-2009 school year?

Check all that apply.

- Obtain a Master's degree in the subject area
- Have an undergraduate college major in the subject area
- Pass the PRAXIS II in the content area
- Obtain National Board Certification in the content area and level they are teaching
- Successfully complete HOUSSSE

If a teacher does not successfully complete HOUSSE, does your district have an intervention plan for that teacher?

- Yes
- No
- Other: describe below

Explanation of "Other" Category: (field type Memo)

How will all special education teachers who are serving or may serve in the future as the primary instructors in core academic subject areas become highly qualified by the end of the 2008-2009 school year?

Check all that apply.

- Successfully complete HOUSSE in at least two content areas
- Pass the PRAXIS II in each content area they teach (for middle and high school)
- Pass the elementary education PRAXIS II if they are teaching elementary grades
- Obtain a Master's degree in each subject area they teach
- Other: describe below

Explanation of "Other" Category: (field type Memo)

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