Content Requirements for Letters in Lieu of HQTFDA and HQTCIP

Rural Flexibility - Newly hired teachers in eligible LEAs, who teach two or more subjects and are highly qualified in at least one core academic subject area they teach, will have three years from the date of hire to become highly qualified in each core academic subject that they teach.

The letter must contain the following information:

- Statement regarding the LEA's eligibility for Rural Flexibility. Eligibility criteria includes LEAs who were eligible for REAP-Flex and Small, Rural School Achievement Program (SRSAP) (whether receiving a SRSAP award or not) in the 2003-2004 school year or may have become eligible for these programs in a succeeding school year; and/or the LEA is defined as "rural" by the appropriate school locale code of 7 or 8, or by the approved TEA definition of rural.
- Statement affirming that the only teachers not highly qualified in the district are those in which their teaching assignment meets the eligibility criteria for the rural flexibility.
- Specific data for the teaching assignments of the teachers included in the rural flexibility to include:
    - core academic assignments being taught by the teacher;
    - list of the core academic assignments in which the teacher meets and does not meet the highly qualified definition; and
    - teacher's date of hire.
- Signature of the authorized official.

Multi-Subject Special Education Teacher Flexibility – Multi-subject special education teachers who are new to teaching special education, if highly qualified in language arts, mathematics, or science at the time of hire, will have two years from the date of hire to become highly qualified in each core academic subject they teach.

The letter must contain the following information:

- Statement affirming that the only teachers not highly qualified in the district are ones that meet the eligibility criteria for multi-subject special education flexibility.
- Specific data for each assignment included in the multi-subject special education flexibility to include:
    - core academic assignments being taught by the teacher;
    - list of the core academic assignments in which the teacher meets and does not meet the highly qualified definition; and
    - teacher's date of hire.
- Signature of the authorized official.

Reported less than 100% Highly Qualified on September 16, 2013, but are 100% Highly Qualified on or before the December 16, 2013, Highly Qualified Plan deadline

The letter must contain the following information:

- Statement verifying the LEA was not highly qualified on September 16, 2013, but became 100% highly qualified on or before the December 16, 2013, deadline for the HQT Plan.
- Explanation of the circumstances that occurred since September 16, 2013, to bring the LEA into 100% compliance with the highly qualified requirement.
- Signature of the authorized official.

Late Submission of Highly Qualified Report(s) but were 100% Highly Qualified on September 16, 2013

The letter must contain the following information:

- Statement verifying the LEA was 100% highly qualified on September 16, 2013.
- Explanation of why the Highly Qualified Report(s) were not submitted by the November 15, 2013, deadline.
- Local quality control checks the LEA will employ to ensure timely submission of the Highly Qualified Reports in the future.
- Signature of the authorized official.

Data Error on Highly Qualified Report(s) but were 100% Highly Qualified on September 16, 2013

The letter must contain the following information:

- Statement verifying the LEA was 100% highly qualified on September 16, 2013.
- Explanation of the data error(s) in the Highly Qualified Report(s) submitted on or before the November 15, 2013, deadline.
- Statement verifying the LEA has corrected the 2013-2014 PR1100 Highly Qualified Teacher Compliance Reports.
- Local quality control checks the LEA will employ to ensure accurate submission of the Highly Qualified Report(s) in the future.
- Signature of the authorized official.

The deadline for completion is December 16, 2013. Letters must be held at the district level. Failure to comply with this completion deadline may cause the LEA's 2014 Initial Compliance Review (ICR) score in the 2014 NCLB desk audit process and subsequent compliance interventions to be elevated.