

November 19, 2013

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Required Annual Highly Qualified Continuous Improvement Planning Process

In accordance with Section 2141 of the No Child Left Behind (NCLB) Act and Texas' State Highly Qualified Teacher Plan, any local education agency (LEA) not reporting 100% of core academic subject area classes as being taught by highly qualified teachers on its 2013-2014 Highly Qualified Teacher Compliance Reports is required to complete the Highly Qualified Teacher Continuous Improvement Planning process. In addition, any LEA not reporting 100% of paraprofessionals who provide instructional support in a Title I, Part A program is required to complete the Paraprofessional Action Plan. To meet these requirements, LEAs must complete a district-level Highly Qualified Teacher Focused Data Analysis (HQTFDA), a Highly Qualified Teacher Continuous Improvement Plan (HQTCIP), and a Paraprofessional Action Plan (PAP) by **December 16, 2013**.

HQTFDA and HQTCIP

LEAs that did not meet the 100% Highly Qualified requirement solely due to teachers that fall under the "new secondary multi-subject teachers in rural districts" or "new multi-subject special education teachers" flexibility options may complete a letter in lieu of the HQTFDA and HQTCIP to indicate that this flexibility is being exercised by the LEA. The specific data to include in the letter are outlined on the attachment.

LEAs that fall into any of the additional three categories listed below will be required to compose a letter in lieu of the HQTFDA and HQTCIP. The specific data to include in each of the letters are outlined on the attachment.

- LEA was not 100% highly qualified on September 16, 2013, as reported on the Highly Qualified Reports submitted by the November 19, 2013, deadline, but became 100% highly qualified prior to December 16, 2013;
- LEA was 100% highly qualified on September 16, 2013, but did not submit the Highly Qualified Reports for all campuses in the LEA by the November 19, 2013, deadline; or
- LEA was 100% highly qualified on September 16, 2013, but due to data error reported less than 100% highly qualified on one or more of the Highly Qualified Reports submitted by the LEA by the November 19, 2013, deadline.

Documents must be kept at the district level. Failure to comply with the deadline may cause the LEA's 2013 Initial Compliance Review (ICR) score in the 2013 NCLB desk audit process and subsequent compliance interventions to be elevated.

The required templates for the HQTFDA and HQTCIP may be accessed under the *Additional Resources* heading at <http://www.tea.state.tx.us/index4.aspx?id=4650>. Additional information regarding plan requirements is available in the To the Administrator Addressed letter dated August 1, 2013, regarding Highly Qualified Teacher Requirements located at <http://www.tea.state.tx.us/index4.aspx?id=2147508203>.

Equity Analysis

Section I of the HQTFDA is an equity analysis that requires LEAs to review and analyze the distribution of highly qualified and inexperienced teachers between its low- and high-poverty campuses and its low- and high-minority campuses. An LEA must complete this section if it 1) has multiple attendance areas, 2) demonstrates a significant poverty gap (22.0%) between its low- and high-poverty schools and/or a significant minority gap (29.4%) between its low- and high-minority schools, and 3) reports less than 100% of core academic subject area classes as being taught by highly qualified teachers on the 2013-2014 Highly Qualified Teacher Reports.

Only LEAs required to complete an Equity Distribution Report will find the report and process flowcharts that outline the selection criteria for equity analysis, as well as the statistical calculations used to determine the significant poverty and minority gaps, attached to this letter. In addition, an LEA's Equity Distribution Report is available from your Regional Education Service Center's Title I Consultant. A table of the Regional Consultants is available at <http://www.tea.state.tx.us/index4.aspx?id=4637> under the link *Contact for ESC Programs*.

Paraprofessional Action Plan

Only LEAs required to complete a PAP will find the instructions for that process included in the attachments to this letter. In addition, an LEA's Paraprofessional Action Plan Report is available in the NCLB Reports section of TEASE and with your Regional Education Service Center's Title I Consultant. A table of the Regional Consultants is available at <http://www.tea.state.tx.us/index4.aspx?id=4637> under the link *Contact for ESC Programs*.

Training and technical assistance for the HQTFDA, HQTICIP, and PAP submission requirements is available through the regional Education Service Centers (ESCs). A complete list of NCLB contacts at the 20 ESCs is available on the TEA NCLB web site at <http://www.tea.state.tx.us/index4.aspx?id=4637> under the link *Contact for ESC Programs*.

The LEA must ensure that all required steps and documents indicated in this letter are completed by the **December 16, 2013**, due date. The LEA must hold these documents at the district level, except for the Paraprofessional Action Plan, which must be submitted to TEA by the **December 16, 2013**, due date.

Texas Education Agency
Educator Leadership and Quality
Attn: Highly Qualified Unit
1701 North Congress Avenue
Austin, TX 78701-1494

Submissions can also be made by email to the division at espi@tea.state.tx.us or by fax to (512) 463-7795.

If you have any questions related to the Highly Qualified Teacher Continuous Improvement Planning process, please contact Educator Leadership and Quality by phone at (512) 463-9213 or by electronic mail at espi@tea.state.tx.us.