

**Determining "Highly Qualified" Status  
New Elementary Teacher (PK-5)**

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

**NEW TEACHER**

Use the following criteria for teachers who are new to the profession, defined as having less than one year of creditable teaching experience at the time of determination.

**General Elementary Curriculum**

Holds at least a Bachelor's Degree:

\_\_\_ Yes                      \_\_\_ No

**AND**

Has full state teaching certification in any area:

\_\_\_ Yes                      \_\_\_ No

**AND**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Has passed the appropriate TExES exam:

\_\_\_ Yes                      \_\_\_ No

**Outside General Elementary Curriculum  
(Music, Art, Theatre, Dance)**

Holds at least a Bachelor's Degree:

\_\_\_ Yes                      \_\_\_ No

**AND**

Has full state teaching certification in any area:

\_\_\_ Yes                      \_\_\_ No

**AND**

Has demonstrated subject competency in the area being taught in the following way:

Has passed the appropriate TExES generalist or subject exam:

\_\_\_ Yes                      \_\_\_ No

Teacher meets the definition of Highly Qualified:

Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

\*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teachers will meet the highly qualified requirements for the subject area assignment by the end of the current school year.