

**DETERMINING “HIGHLY QUALIFIED” STATUS
SECONDARY SPECIAL EDUCATION TEACHER (6–12)**

This documentation must be maintained in the teacher’s personnel file.

Teacher’s Name: _____ **Date:** _____

Subject: _____

To meet the definition of “highly qualified,” the following criteria must be met **by any secondary teacher** teaching a special education core academic subject:

Holds at least a bachelor’s degree: Yes No

AND

Has appropriate Texas special education teaching certification: Yes No

AND

In addition, secondary special education teachers must demonstrate subject competency for **every** core academic subject to be taught in one of the following ways:

- Passed the appropriate TExES* or ExCET content exam
- Academic major in the subject to be taught
- Graduate degree in the subject to be taught
- Coursework equivalent to an undergraduate major in the subject to be taught (24 hours with 12 upper-level division)
- Is an experienced teacher** and meets HOUSSE option for secondary teacher (*attach HOUSSE worksheet to this form and include HOUSSE Option A worksheet if using 9 points derived from this form*)
- If teaching core academic subjects exclusively to students assessed on alternate achievement standards and providing instruction only at the elementary level, meets HOUSSE Option A for Elementary Teachers (*attach HOUSSE Option A worksheet to this form*)

Yes No

Teacher meets definition of “highly qualified” for this subject: Yes No*

Authorized Administrator Signature

Date

* TExES exams meeting subject competency requirements for 6th–8th grades are the EC–12 Special Education (Reading/Language Arts and Math), 4–8 Generalist (Reading/Language Arts, Math, Science, Social Studies) and the 4–8 Content Specific Exam (for specific content area).

**An experienced teacher has at least 90 days (equivalent to four and one-half months or a full semester) of creditable teaching experience as of the start of the current year.

Note: A new special education teacher who teaches multiple subjects and is “highly qualified” in math, language arts, or science at the time of hire may demonstrate “highly qualified” in other subject areas within two years after the date of employment, which may include using HOUSSE after one year of teaching experience.